

# Coastal Bend Council of Governments

## Job Description

---

<b>Job Title:</b>	911 GIS Administrator
<b>Department:</b>	Coastal Bend Council of Governments' 9-1-1 Network
<b>FLSA status:</b>	Exempt
<b>Effective date:</b>	September 1, 2025
<b>Salary:</b>	60,000 – 65,000
<b>Contact:</b>	<a href="mailto:noel@coastalbendcog.org">noel@coastalbendcog.org</a>

---

### **Job Overview:**

The 9-1-1 GIS Administrator provides administrative support to the Coastal Bend Council of Government's 9-1-1 Network GIS program, employees and other parts of the organization if needed.

### **Essential Functions:**

- Maintain the integrity of GIS maps and datasets per CBCOG, CSEC and other relevant standards and requirements during job performance
- Perform data entry for reports, and related correspondence.
- Maintains in preparation of map data upload for validation and map packaging to ensure data accuracy
- Build and/or maintain map layers essential for the delivery of 911 Calls
- Perform other GIS and 911 system related tasks that are assigned by the 911 Program Director

### **Supervisory Responsibilities:**

- Demonstrate and understanding of capturing, storing and manipulating data of all types (geographical or tabular data) to staff internal and outside partners
- Oversee and maintain data accuracy across multiple platforms
- Assist the GIS staff on minor issues with the map, data entry and software technical assistance
- Assist in the development of training and technical workshops
- Perform other GIS and 911 admin tasks that are assigned by the 911 Program Director

**Required Skills/Abilities:**

- Verbal and written communication skills.
- Knowledge of local, state and federal laws related to the program area
- Experience with ESRI software, including ArcGIS is strongly preferred
- Knowledge of Python scripting, and ArcGIS Online are preferred
- Experience in data analysis, data quality assurance and reporting
- Organizational skills and attention to detail.
- Time management skills with ability to prioritize tasks
- Proficient with Microsoft Office Suite, specifically Word, Excel, Power Point, Publisher, Access, and PDF Converter

**Education and Experience:**

- Bachelor's Degree from accredited college or university in GIS or related field
- 3+ years of GIS experience
  - 1+ year of supervisory experience is preferred but not required
- Any equivalent combination of education and experience may be considered.

**License and/or Certifications**

- Valid Class C Driver's license at time of application is required.
- Geographic Information Systems Professional (GISP) is preferred but not required

**Physical Requirements:**

- Prolonged periods of sitting at a desk
- Use of a keyboard daily
- Must be able to lift up to 25 pounds occasionally
- Must be able to carry up to 10 pounds occasionally

---

By my signature below, I acknowledge receipt of this job description.

---

Employee Name

---

Employee Signature

---

Date