



STATE OF OREGON
invites applications for the position of:
Information Systems Specialist 5 (9-1-1 GIS Coordinator)

JOB CODE: OMD11-028

OPENING DATE/TIME: 08/03/11 12:00 AM

CLOSING DATE/TIME: 08/23/11 11:59 PM

SALARY: \$3,946.00 - \$5,702.00 Monthly

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Military

DESCRIPTION:
ABOUT THE DEPARTMENT

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by The Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support The Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancies and may be used to fill future vacancies as they occur.



OFFICE OF EMERGENCY MANAGEMENT

The purpose of the Office of Emergency Management (OEM) is to execute the Governor's responsibilities to maintain an emergency services system as prescribed in ORS 401 by planning, preparing, and providing for the prevention, mitigation, and management of emergencies or disasters that present a threat to the lives and property of citizens of and visitors to the State of Oregon.

DUTIES & RESPONSIBILITIES:

The primary purpose of this position is for the coordination of statewide 9-1-1 spatial data development, acquisition, and maintenance for all PSAP's. This position coordinates the documentation of information and provides customer service in the use of GIS to public safety agencies and organizations both familiar and unfamiliar with the technology. This position is the statewide expert on 9-1-1 GIS software programs utilized within the PSAP's in Oregon.

Customer Assistance

Provide expertise regarding data input (via Scanning, digitizing, or text entry), georeferencing, and other areas in the field of geography directly relating to 9-1-1. Coordinate the development of training of materials for users of the 9-1-1 mapping systems and data. Develop and recommend requirements to distribute data and general information regarding GIS in 9-1-1. Answer questions about quality, content and appropriate use of 9-1-1 GIS data and databases in Oregon. Extract information from multiple data sets and produce a variety of reports for the PSAP's, emergency response agencies, legislature, and other State and Local users upon request. Work with other organizations to coordinate the distribution and documentation of shared databases. Coordinate data sharing efforts between counties, centers and OEM.

Operations

Create and maintain spatial data for use in all state primary PSAP'S to support the statewide 9-1-1 mapping effort. Maintain an inventory of emergency response digital data for Oregon. Acquire new data themes at different scales to enhance and expand the use of such data themes at different scales to enhance and expand the use of such data in emergency response. Develop and implement process to incorporate updated information from multiple sources into the existing data structure. Coordinate the development of data dictionaries and data collection standards. Determine system needs for projected increases in remote access data, determine security levels for remote access to the data, and trouble-shoot software and databases problems management on performance tuning. Consider costs, specifications, and organizational policies needed for expansion. Coordinate with 9-1-1 centers, phone companies and vendors. Oversee continual maintenance of these systems and ensure operation continuity. Develop policies and procedures to ensure consistency in all 9-1-1 centers for data sharing, development, maintenance, and funding.

Systems Database Administration

Responsible for research and development of migration paths for data sets into direct client server databases structures and applications. Work with vendors to find appropriate solutions. Work with cooperating groups

to develop data standards, linking to national efforts. Create and maintain internal databases and Intra/Internet systems using logical data modeling designs. Responsible for the update of GIS-related presentations and associated databases.

GIS/ Mapping Software Training

GIS/ Mapping Software Training Instructs PSAP personnel statewide in the operation and maintenance of 9-1-1 mapping software and data. This includes local officials, private contractors, and response personnel. This requires an expert level knowledge of multiple software/hardware systems and their integration into the current PSAP environment. Perform other duties as assigned by supervisor.

OTHER

Extensive travel to attend meetings, overtime work and evening meetings. Duration of travel varies from little to extensive. Extended hours during an emergency situation with a high level of activity.

QUALIFICATIONS & DESIRED ATTRIBUTES:

MINIMUM QUALIFICATIONS

Two years of **professional information systems experience which includes developing, maintaining, and installing information systems, and analyzing systems.** Experience must include activities in:

- Communications: Communication means the connections that link systems and includes voice, data, image, and video.
- Software: Software means the programs, procedures, rules, and associated documentation concerned with operating a system and covers both applications and operating software.
- Hardware: Hardware Device means the physical components (e.g., PC, server, mainframe, peripherals).
- Data: Data means data bases and associated master files;

-AND-

(a) at least 30 quarter (20 semester) credits in computer science;

-OR-

(b) two more years of information systems experience.

DESIRED ATTRIBUTES:

- Experience with E 9-1-1 telephony.
- Technical experience and understanding of Geographic. Information Systems (GIS)
- Effective communications skills and experience in oral and written communication.
- Effective coordination and collaboration skills dealing with diverse audiences.
- Exceptional troubleshooting and problem resolution skills.
- Ability to write clear, concise technical documentation.

Demonstrated skill in the analysis of complex technical documents.

ADDITIONAL INFORMATION:

To Apply, follow the "Apply" link above to complete the Oregon Employment Application online. If the announcement requires attachments or supplemental questions, all

application materials must be received by the closing date/time posted on this announcement.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 584-3588. Please be prepared to leave a message describing the alternate format needed.

The pay and benefits on all announcements may change without notice. Please be aware that due to economic downturn and subsequent state budget shortfall, AFSCME has agreed mandatory unpaid furlough days for employees. This position will be required to take up to fourteen furlough days through June 30, 2013.

Only complete applications will be considered. Be sure to answer all supplemental questions completely and attach all required documentation. Responses to the supplemental questions will determine if you meet the minimum qualifications, any special qualifications and/or desired attributes for this position. Qualified applicants whose responses most closely match the requirements for this position will be invited to interview. Transcripts must be attached at the time of application to receive credit for education coursework.

The selection process will consist of a review of the material provided and an evaluation of experience and training. The candidates who most closely match the position's desired attributes will be invited to interview.

The successful candidate for this position will be subject to a LEDS check.

IMPORTANT NOTICE - Requiring Email Addresses

To improve communication with all applicants, the State of Oregon now requires an e-mail address be provided on all applications received.

If you do not currently have an email address and do not know where to go to get one please refer to our Applicant Frequently Asked Questions web page, scroll to the How to Apply for a Job section, question #14 to view several links to internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

If you need assistance with adding attachments to your profile or to a specific job posting please go to [Adding and Removing Attachments to a Profile and Job Posting](#) for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.

Veteran's Information

If you are an eligible veteran and you meet the minimum qualifications, veterans' preference points will be added to your score. To receive veterans' preference points you MUST attach to your electronic application the following required documentation:

- A copy of your DD214/DD215 which shows your characterization of service to gain the five (5) point preference –**OR**–
- A copy of your DD214/DD215 form; **-AND-** A copy of your veterans' disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

For more information on veterans' preference points click here, or visit www.oregonjobs.org , and select veterans' preference.

The Oregon Military Department is an Equal Opportunity, Affirmative Action employer, committed to a diverse workforce with equal opportunity programs.

VISIT OUR AGENCY WEBSITE

AT:

<http://www.oregon.gov/OMD/>

OUR OFFICE IS LOCATED AT:

P.O. Box 14350
Salem, OR 97309
503-584-3583
1-800-452-7500 x3583

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INFORMATION SYSTEMS SPECIALIST 5 (9-1-1 GIS
COORDINATOR)
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Information Systems Specialist 5 (9-1-1 GIS Coordinator) Supplemental Questionnaire must be completed on-line @www.oregonjobs.org.