



Coastal Bend Council of Governments  
Job Description

Job Posting: April 21, 2023

End Date: Until Filled

Location: Interviews are to be conducted at the CBCOG building located at 2910 Leopard Street

Please contact the following for more information/send in your resume:

Noel Esquivel (9-1-1 Program Director)

[noel@coastalbendcog.org](mailto:noel@coastalbendcog.org)

361-883-5743



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CBCOG Title: GIS Analyst  
Salary: 48,000 - 54,000 depending on experience  
Department: 9-1-1 Network  
Reports to: 9-1-1 Program Director, 9-1-1 GIS Administrator

The GIS Analyst is expected to perform associated job duties such as the following:

- Work with 9-1-1 Network staff on 9-1-1 related issues dealing with mapping
- Coordinates with the CBCOG 9-1-1 Addressing Coordinator on the collection of data on at least a monthly update cycle with addressing agents in the region
- Updates the mapping application via ArcMap
- Ability to understand addressing principles and guidelines
- Participates in conference calls, workshops, document reviews and other forms of communication related to 9-1-1 mapping
- Validates the GIS data quality via tools from ESRI, specialized quality control tools and reports (such as GeoComm's GIS Data Hub, etc.) to align with standards and compliance numbers set by the state and NENA (National Emergency Number Association)
- Acquires or assists in creating data to perform data management, spatial analysis, mapping, etc. using GIS tools for other CBCOG projects for the region
- Participate in staff meetings
- Flexibility to work after hours and weekends depending on project severity
- Any other duties as assigned

Qualifications

- GIS Certificate, or bachelor's degree in GIS
- Minimum of 1 year working in GIS related career

Knowledge, Skills and abilities

- Knowledge of spatial data structures, coordinate systems, editing, geoprocessing, spatial analysis
- Knowledge of database management with respect to GIS, data entry, field statistics, field calculations, data summaries, table joins and queries
- Exposure to python, SQL, geodatabases, and versioning
- Strong interpersonal skills, good work ethic and team-oriented attitude as well as strong written and oral communication
- Evaluate results and present that information effectively
- Dependable transportation for travel within the region, valid driver's license and proof of vehicle insurance as required by the state of Texas



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Employee Printed Name & Signature

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Date

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Supervisor Printed Name & Signature

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Date