

**CLASS TITLE:** GIS Administrator

**ACCOUNTABLE TO:** Commissioners

**PRIMARY OBJECTIVE OF POSITION:** This position is responsible for the development, administration, operation and maintenance of the county Rural Addressing System. Implements, manages, maintains and coordinates the Rural Addressing database for 911, Clerk and Recorders MT Votes, as well as maintenance of street name signs in county. This position uses ESRI software suite. (Environmental Systems Research Institute, Inc)

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Responsible for all phases of Rural Addressing, including needs assessment, development, implementation, database design and maintenance on ArcView GIS System.

Maintain Rural Addressing map coverage and database to meet the needs of county departments and divisions. Compiles and integrates cartographic data from a wide variety of sources for inclusion in map manuscripts; creates and edits geospatial data, using GPS and digitizing techniques; creates and edits maps, integrating a range of data formats when applicable.

Maintain the Rural Addressing database, including inputting and correcting data, determining format, researching data conversions, establishing data specifications updating sources and ensuring data integrity. Using obsolete versions of Arc-Map to update older versions of Roosevelt County map system.

Participate in the development and administration of the Rural Addressing budget; forecasts additional funds needed for equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.

Serve as county representative for local, regional or statewide Rural Addressing, meetings, workshops, conferences and seminars and court cases.

Provide and/or create rural addresses to the citizens of the county. (City Water Clerks provide city addresses)

Update and maintain rural addressing system on as needed basis.

Maintain the street naming of new roads and the re-naming of old roads to 911 compliant. Submit address and street and road changes to the 911 mapping contractor as needed

Compile and maintain Roosevelt County MSAG (Master Street Address Guide).

Arrange for maintenance and repairs on road name signs – new and existing.

Maintain and develop road maps as needed.

Understand ESRI Arc software, GIS-Pro certificate is a plus.  
Maintain online Searchable Address map of Roosevelt County addresses on Roosevelt County webpage with Arc-pro software.

The Clerk and Recorder use Montana Vote software that uses ESRI software to function, it is a must to understand how that data populates MT Vote software suite.

Perform other duties as assigned.