



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	GIS Manager – Hydrologic Information System
<b>DEPARTMENT.....:</b>	Public Works
<b>DIVISION.....:</b>	Administration
<b>CLASSIFICATION/GRADE.....:</b>	GIS Manager/210
<b>REVISED.....:</b>	02/2019
<b>REPORTS TO.....:</b>	Director of Public Works
<b>REVIEWED.....:</b>	02/2019
<b>WAGES.....:</b>	Exempt (Salary)

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### **SUMMARY:**

The primary work performed will consist of providing Hydrological Information System and GIS Mapping Services for Public Works and Terrebonne Parish Office of Homeland Security and Emergency Preparedness. The position will require the ability to learn hydrological situational awareness of the Terrebonne Parish drainage system in regard to operations.

Secondary functions will include programming, collection of data, and transfer of data into Emergency Management Software. The position will require extensive use of ESRI GIS Software.

This position is a full-time position based on 40 hours per week. This position shall require the ability to work extra hours outside of the normal operating hours during emergencies.

### **BASIC FUNCTIONS:**

1. Situational awareness of parish hydrological systems including waste water, gravity drainage, and forced drainage.
2. Monitoring and reporting of operational status for sluice gates, drainage pump stations, and weather measuring devices.
3. Monitoring and interpretation of hydrological data from parish and/or other agency monitoring equipment.
4. Programming, data input, and production of visual representations of collected data in the Terrebonne Emergency Awareness and Management Software (Priority 5 TACCS Software).
5. Programming, data input, and production of visual representations of collected data in the CAMEO, MARPLOT AND OLOHA Software.
6. Programming, data input, and production of visual representations of collected data in the TeraGo Software for Preliminary Damage Assessment.
7. Programming, data input, and production of visual representations of collected data in the ESRI GIS Software.
8. Provide training to first responders on the use of Emergency Management Software.
9. All other responsibilities deemed necessary by the Director

### **OTHER REQUIREMENTS:**

1. A high level of professional discretion and integrity, due to frequency of high level internal and external contacts and high degree of expose to confidential information. Position requires an acute attention to detail.
2. Must obtain basic training and certification on the National Incident Management System (NIMS) and other trainings and certification deemed necessary by the Director.

3. Willingness to work amended or extra hours when necessary to support the Office of Homeland Security's function, including working during tropical storms, hurricanes and other emergencies as designated by the Director. Position may require willingness to work a flexible schedule, overnight travel, overnight stays at office and weekend and/or evening work.
4. Must have information and gathering skills, problem analysis and solving skills and good judgement and decision-making skills.
5. Must be able to work in a fast-paced, stressful setting during activation of the emergency operations center due to a natural or man-made disaster or event.

**EDUCATION/EXPERIENCE:**

1. Must have general hydrological knowledge.
2. Must have intermediate experience with minor programming and operation of computer software.
3. Must be proficient in the operation of measuring equivalents in GIS software, including programming and the ability to prepare printed and electronic maps to be utilized during planning and emergency events.
4. Work with little direct supervision.
5. Ability to receive and interact with visitors, liaise with internal staff at all levels and interact with external personnel.
6. A valid driver's license.
7. Proficient in Microsoft Office 365, including the ability to prepare Powerpoint presentations.
8. A college degree is preferred. High school diploma with experience or any equivalent combination of training and/or experience may substitute.