

- **Job Title: Addressing Coordinator** Closing Date/Time: Continuous; Salary: Dependent on Experience; Job Type: Full-Time; Location: Madill, Marshall County, Oklahoma
- **GENERAL STATEMENT OF JOB:** Assigns and ensures compliance of national 9-1-1 addressing standards and maintains accurate records within the Master Street Addressing Guide (MSAG) and other applicable databases.
- **ESSENTIAL JOB FUNCTIONS:** Coordinates and ensures compliance with national 9-1-1 addressing, addressing standards and standard operating procedures. Serves as the point-of-contact for municipalities, county departments, developers, engineers, and the general public for addressing and street naming. Performs reviews of county site development plans, subdivision plans for addressing purposes and assigns site addresses upon approval of all reviewing parties. Reads and interprets surveys, maps, site plans and aerial photographs or topographic maps to aid addressing by way of county maps and grid system. Utilizes and understands GIS based software to review appropriate projects and identify any discrepancies. Maintains and updates the 9-1-1 database in coordination with the county's Information Technology department. Prepares, distributes, and coordinates updates to county, municipal, other public agencies, and utilities. Ensures that street signs are ordered for all applicable streets. Ensures road and street names for new development within unincorporated areas of the county do not conflict with existing road and street names. Conducts field surveys of all new construction prior to address assignment, when applicable. Coordinates activities with utility companies, county and municipal agencies and public safety agencies. Responds to inquiries or complaints from the public, other governmental agencies and other entities regarding address assignments or discrepancies. Must be able to meet work schedule and attendance standards. Performs related duties as required.
- **MINIMUM TRAINING AND EXPERIENCE:** Education with course work emphasis in Information Management, Computer Science, Communications, or a related field; supplemented by one (1) year experience in public safety communications systems and database management, reading and interpreting maps, aerial photography, and site plans and plats; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Previous addressing related experience, and experience with GIS based mapping software ESRI ArcMap and Cataloger preferred. Experience with Next Generation 9-1-1 standards and methodology preferred. Must be willing to participate in training to remain current on addressing standards, best-practices, and GIS methodologies. Proficiency with mapping and GIS software, and a general understanding of Marshall County geography preferred. Must possess a valid driver license.
- **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** Physical Requirements: Must be able to utilize various types of office equipment (i.e., computer, copier, telephone, etc.). Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things, requires the ability to differentiate between colors and shades of color. Interpersonal Communication: Requires the ability of speaking to convey or exchange information; includes receiving assignments and/or directions from supervisors. Includes the giving of information, instruction, and/or directions to others. Requires the ability to tactfully and effectively interact with the public and with co-workers. Language Ability: Requires the ability to read a variety of policy and procedure manuals, work orders, logs, technical data, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with clarity, voice control and confidence and to articulate information to others. Intelligence: Requires the ability to apply principles of spatial data to carry out detailed written or oral instructions; to deal with problems involving variables in or from standardized situations; to work independently in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information. Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages, such as spatial location, mapping scenes and layers, used within the parameters of the job. Numerical Aptitude: Must be able to add and subtract totals, multiply and divide, calculate percentages and decimals. Forms/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information. Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications equipment; Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, mapping equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under varying levels of stress when confronted with an emergency or tight deadline. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public.

• Industry

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