Public Safety GIS Program Specialist

Department: Public Safety

Revised: February 2026

DESCRIPTION

Develops, maintains, and reviews GIS and all related systems within the Department of Public Safety, under the direction of the Communications Manager. Serves as primary liaison between DPS and IS Department within the County, as well as outside agencies. Keep informed with latest developments (particularly Geospatial Software and related technology) and manage systems and data analysis in accordance with department needs.

SPECIFIC DUTIES

Duties may include, but are not limited to, the following:

- Develops standards for GIS deployment and use within Public Safety sector, adhering to the latest Next Generation 911 (NG911) protocol.
- Maintains expertise in GIS-related software and technologies.
- Prepares and manages Public Safety related GIS project plans, coordinating resources, tasks, and work assignments to ensure that approved quality levels and deadlines are met.
- Provides technical and GIS-related guidance to Public Safety staff and outside vendors to ensure GIS project objectives and time lines are met.
- Ensures that Public Safety staff using GIS has training, or is provided with appropriate GIS related resources and technical support.
- Trains and assists staff from outside agencies in the use of GIS related systems and applications in those situations where those agencies interface with the County of Lycoming Public Safety system; outside agencies may include Fire, Police, EMS, EMA, and other 9-1-1 communications departments.
- Serves as a liaison with GIS vendors for proper acquisition, installation, operation and maintenance of GIS-related resources.
- Interfaces with other departments or outside agencies regarding future GIS projects.
- Coordinates with Information Services (IS) to ensure adequate and appropriate maintenance of both the GIS server(s), and the supporting network, to meet County and industry best management practices.
- Coordinates with Information Services (IS) to ensure relevant department/county staff have been assigned access to the DPS GIS server(s) data and network infrastructure where applicable.
- Provides oversight of contracted services related to Public Safety GIS and departmental specific IS contracts (i.e. DataWise Stream and Range Gauge System).

Additional tasks will include:

- Coordination of GIS data sharing/delivery with relevant County departments (Planning, Tax Assessment Office, and such).
- Integration and support of SARA-Title III Plans with the GIS

- Integration and support of Enhanced 9-1-1/Enhanced 9-1-1 Addressing with GIS
- Integration and support of EMA EOC activation with GIS
- Integration and support of EMS data collection and reporting with the GIS
- Integration and support of Police Information System with the GIS
- Assistance in developing and implementing an annual budget proposal and annual work plan as they pertain to GIS and related systems within the department.

WORKING CONDITIONS

Occasional after normal working hours that are necessary in completing the goals and objectives of the departments.

This position will be on call and must respond during emergency situations to either the Emergency Operations Center or the site of the emergency when determined that it is necessary.

This position may be required to staff one of the positions identified by the County EOC ICS/NIMS Staffing Matrix.

DESIRED SKILLS

- Knowledge of ArcGIS Suite of products as well as other software
- Knowledge of system and data requirements for the CIS CAD
- Knowledge of practices and standards required for maintaining GIS Public Safety data. This includes GIS data for 9-1-1 Dispatch, Records, and Emergency Run Maps.
- Knowledge of SQL and usage to create and modify data sources for the Public Safety's GIS.
- Ability to understand emerging GIS technologies and their application to improve Public Safety services.
- Ability to make sound decisions concerning GIS technologies as they apply to the Public Safety.
- Ability to analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Public Safety Council, Public Safety administration and other groups as required.
- Ability to explain GIS-related technical issues and concepts to non-technical staff.
- Ability to use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.
- Ability to plan, manage and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.
- Ability to plan, organize, supervise, review, and evaluate the work of GIS project team staff in a manner that is conducive to independent judgment, and high performance and personal accountability.
- Ability to work with various skilled staff from other departments or outside agencies.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, outside agencies, and the general public.

JOB REQUIREMENTS

- Bachelor's degree in GIS, Geography, Earth Science, Engineering, Computer Science or related field
- Six (6) years of related experience preferred, with a minimum of three (3) years' experience as a GIS Manager, GIS Coordinator, or similar position with professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration.
- A GISP Certificate is highly desirable.
- Valid Pennsylvania driver's license and ability to operate Public Safety vehicles or other vehicles.
- Must submit to and pass a drug screening and background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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