

Kansas: GIS Branch Coordinator (KS_GISBC)

Role: Ensure that required GIS staff is available and informed of their duties to the Operations Center (state or local) or attached to the Incident Management Teams. May serve as a liaison to other jurisdictions and can coordinate the GIS assistance of staff and GIS resources to other jurisdictions if requested by the respective emergency management or emergency services department. Should be able to staff any level of emergency operations centers including GIS work. Position reports directly to the Planning Section/Branch Chief.

Defining Characteristics: Provide staff, training, resources, GIS logistical support (software, servers, field equipment, etc.) to all other roles.

Non-Disaster Duties: prepared jurisdiction 's staffing, ensure personnel training and equipment, develop standard operating procedures and plans in coordination with other emergency operation center personnel. Coordinate with surrounding jurisdictions GIS personnel.

Position required to report to the emergency operations center or duty station during emergencies.

| SKILL | DUTY/TASK | FREQUENCY |
|---|--|----------------------------|
| Administer and Operate GIS Applications | Use ArcGIS 8 or higher to identify, evaluate, and input spatial data. | Rarely (every 6 months) |
| | Use ArcGIS 8 or higher to query data | Rarely (every 6 months) |
| | Convert or import digital data using spreadsheets, manual entry, digitizers, scanners, GPS cameras or GPS units. | Rarely (every 6 months) |
| | Analyze vector data sets with geoprocessing | Rarely (every 6 months) |
| | Project spatial data | Rarely (every 6 months) |
| GIS Product Development | Create FDGC metadata | Rarely (every 6 months) |
| | Collect field location data via GPS | Rarely (every 6 months) |
| | Edit GIS data | Rarely (every 6 months) |
| | Convert data (i.e. geodatabases, shapefiles, coverages, DWGs, etc) | Rarely (every 6 months) |
| | Generate statistics | Rarely (every 6 months) |
| | Geocode data | Rarely (every 6 months) |
| | Perform image analysis | Rarely (every 6 months) |
| | Map and create new GIS data | Rarely (every 6 months) |
| | Maintain existing GIS data | Rarely (every 6 months) |
| | Quality Control GIS data | Rarely (every 6 months) |
| | Create domains (SDE) | Rarely (every 6 months) |
| Create layer and field alias' | Rarely (every 6 months) | |
| GIS Services to End Users | Create maps | Occasionally (every month) |
| | Create reports based on GIS analysis | Often (weekly) |
| | Create charts | Rarely (every 6 months) |
| | Create tables | Rarely (every 6 months) |
| | Interpret analysis for clients | Often (weekly) |
| | Determine design format of GIS data layers or database used with GIS layers | Often (weekly) |
| | Directly work with clients to meet their GIS need or further their understanding of GIS | Often (weekly) |

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| ICS Training | IS100 | Taken |
| | IS200 | Taken |
| | IS300 | Taken |
| | IS400 | Taken |
| | IS700 | Taken |
| | IS800 | Taken |
| | IS402 - Incident Command System Overview for Executives/Senior Officials | Taken |

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|----------------------------|-----------|
| Often (weekly) | Taken |
| Occasionally (every month) | Enrolled |
| Rarely (every 6 months) | Not Taken |
| Never | |