CAD AND DATA TECHNICIAN
JOB POSTING

cce911.org

Central County Emergency 911 provides Fire and EMS Dispatching services for the vast majority of St. Louis County, Missouri, as well as portions of Franklin and Jefferson Counties.

The **CAD and Data Technician** is a full-time, hourly position reporting to the CAD and Data Administrator. The incumbent will work closely with Central County personnel, Fire and EMS supervisory personnel, other governmental agencies, and with the public safety jurisdictions within the region in the coordination of operational efforts.

Position focuses on managing and maintaining CAD systems and associated technologies. Key responsibilities include: CAD system maintenance, user management, technical support, software updates, and database management; utilizing SQL and other database tools to extract, cleanse, and visualize data for reports and presentations; installing and maintaining call-taking software; ensuring mobile app licenses are current and assisting with updates to fire station alerting software; conducting software and operating system updates, as well as providing desktop support to users; creating technical documentation and maintaining a shared knowledge base; upholding a clean work environment; assisting with network cabling and wireless communication equipment; and performing hardware installation and troubleshooting. Overall, this position requires a combination of technical skills, data management, and collaborative problem-solving to enhance operational efficiency in a dispatch setting.

Qualifications Needed for Success:
- Legally authorized to work in the U.S., at least 18 years of age, possess valid driver's license, and HS Diploma (or equivalent).
- Ability to read, write and speak English proficiently.
- Possesses a basic working knowledge of computer systems and have proficient keyboarding skills.
- Availability to be on-call outside of normal work hours.

Internal applicants must be free from disciplinary action for the prior one-year period.

Preferred Qualifications:
- Associate's degree in computer science or related field of study, with an information technology focus.
- One year of information technology experience, preferably with CAD or closely related systems.
- Experience using or administering CAD systems, preferably CentralSquare products.
- Experience using or administering structured call-taking systems, preferably Priority Dispatch products.
- Experience with Microsoft Office and SQL Server.

Benefits We Offer:
* Competitive pay – Pay Determined by Qualifications. Minimum Pay Starts at $26.71 per hour
* Health / Vision insurance premiums paid 100% for Employee <u>and Family</u> as well as a Dental Reimbursement
   Program * Paid Employee Life Insurance, Short- and Long-Term Disability   * Voluntary Worksite Benefits
* Company Paid Retirement Savings Plan and Voluntary Employee Retirement Plan (457 Deferred Compensation)
* Vacation, Personal Days and Sick Time   * Education Reimbursement Program * Annual Uniform Allowance

TO APPLY: Apply on-line through Central County Emergency 911's career site to complete the application and upload your resume as well as any other accompanying documentation at: https://cce911.aaimtrack.com/jobs/1156637.html. All qualified applicants will be required to complete an online profile test and in-person skills assessment test. **The deadline to apply is Sunday, December 1, 2024.**