

DEPARTMENT: INFORMATION TECHNOLOGY
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 29, 2013

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position manages and conducts GIS operations in support of County departments. The incumbent is responsible for the development and maintenance of GIS applications and coordinates GIS user needs for data, software, hardware applications, training, and procedures. The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data. The GIS includes computer systems, cartographic, photogrammetric and spatial information, and other related data. The incumbent will collaborate with others to implement programs and procedures incorporating the use of GIS technology and spatial information into their operations, as well as to ensure that data can be interfaced and shared in an appropriate and cooperative manner. The work is performed under the general supervision of Director of Information Technology and the Director of Real Property Tax Services with wide leeway permitted for the exercise of independent judgment in carrying out the duties of the position. The incumbent exercises general supervision over lower-level information technology staff involved in GIS systems activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Manages, develops, and maintains GIS applications and data bases;
2. Produces maps and performs data analysis on geospatial data using desktop and web-based GIS products;
3. Maintains and supports GIS operations, systems, applications and Geodatabase;
4. Coordinates and implements staff training, provides technical services to county departments on the use of GIS software and data, and makes recommendations for staff training on GIS related software;
5. Collaborates with County departments to identify additional needs and requirements and to evaluate potential tasks and activities for GIS applications;
6. Ensures that GIS products, e.g. maps, data, reports and tables, meet applicable County and New York State GIS Clearinghouse standards;
7. Recommends the purchase of GIS related hardware and software for the annual budget process;
8. Develops equipment specs by working with vendors and other departments to ensure the compatibility of equipment;
9. Manages, oversees and coordinates GIS projects and tasks and assists department users with products and completing assigned GIS tasks;
10. Establishes departmental GIS procedures and protocol, including general development procedures, establishing priorities and allocating resources, establishing protocol, and ensuring proper documentation;
11. May participate in meetings related to GIS technology, serve on GIS technical committees and user groups, and act as liaison with local, regional, state and national GIS efforts and programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of GIS system design, analysis, and management sufficient to independently oversee the development and integration of a system and a wide variety of applications; thorough knowledge of computer-assisted mapping with emphasis on GIS applications to develop maps, charts, tables and graphs to illustrate geographic data; thorough knowledge of modern GIS software, hardware, and systems; good knowledge of the concepts, practices and techniques related to developing, maintaining, and operating GIS systems; working knowledge of County departments; skill in the use of map making equipment; ability to perform close, detail work involving considerable visual effort and concentration; ability to oversee and participate in assigned projects and lay out work for others; ability to operate a personal computer and utilize common office software programs; ability to oversee and direct GIS database development and application efforts in other departments; ability to reason logically, both inductively and deductively; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex oral and/or written instructions; ability to analyze and organize data and prepare records and reports; ability to establish and maintain effective working relationships; sound professional judgment; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

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GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

- AND:** 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in civil engineering, geography, planning, computer sciences, or closely related field and one (1) year of full-time paid technical work experience in enterprise level GIS software applications;
- OR:** 2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, geography, planning, computer sciences, or closely related field and three (3) years of full-time paid technical work experience in enterprise level GIS software applications;
- OR:** 3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in civil engineering, geography, planning, computer sciences, or closely related field and five (5) years of full-time paid technical work experience in enterprise level GIS software applications.