GEOGRAPHIC INFORMATION SYSTEMS MAPPING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position, located in the Department of Information Technology, uses both hardcopy maps and automated mapping software to update digital data stored in the central GIS database. In addition, the incumbent evaluates documentation and manuscripts from outside sources to ensure that data editing and maintenance meets departmental quality control standards, records database edits and changes, and, where necessary, coordinates necessary data collection efforts with county and local agencies. The incumbent also operates related hardware and software components as required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and updates map databases for the County's emergency dispatching system;

Utilize existing GIS and other computer mapping software utilities to maintain central GIS database layers and coverages (i.e.; data elements and facility segments);

Assists in data distribution efforts to local and county governments;

Creates new GIS coverages as required to support central GIS database development functions;

Researches and assemble necessary hardcopy manuscripts for data conversion;

Performs simple and routine data entry functions with standardized county database/spreadsheet software programs such as dBase, MS Access, and MS Excel;

Contacts local, state, and federal agencies for spatial data updates; identifies new coverages for acquisition;

Prints out, creates and checks plots for review and circulation among central GIS staff or cooperating county departments/agencies involved in specific data development efforts;

Creates and maintains Federal Geographic Data Committee (FGDC) compliant metadata files for each GIS coverage created and updated.

Assist GIS staff and supervisors with administrative needs as required;

May perform other incidental tasks, as needed.

Uses computer applications such as word processing, calendar and e-mail in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the concepts of cartography and database management as they apply to automated mapping systems; good knowledge of map symbology and editing procedures used in updating digital mapping databases; good knowledge and ability in the operation of predefined automated mapping routines and functions; good knowledge in the use of computers, digitizers, printers, and related peripheral hardware components; ability to understand and analyze both hardcopy and digital maps for errors and inconsistencies; ability to evaluate data obtained from outside sources and compare against existing county databases; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to speak, read, write, understand and communicate in English sufficiently to perform the essential duties of the position; familiarity with industry standard software mapping programs; thoroughness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and two years of experience where the primary function of the position was in the use and operation of both computer mapping programs and desktop database management software.

SUBSTITUTIONS: Satisfactory completion of 30 credits* in Geographic Information Systems (GIS) or Computer Aided Mapping may be substituted on a year for year basis for up to one year.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.