

## GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Information Technology, serves in a technical support capacity working with geographic information systems (GIS) professional staff in the production and maintenance of enterprise geospatial datasets and related cartographic and mapping functions. Responsibilities involve maintaining and updating the central database using GIS and related software packages, collecting and reviewing source data and manuscripts from government agencies, and assembling and preparing data for distribution to county departments, the public and local, state and federal agencies. This position also requires the general application of technical and cartographic skills associated with the design, layout and production of maps, (hardcopy and digital) publications and graphics. Incumbents also perform basic technical programming and database management functions in support of special projects. This is an entry-level professional position during which time an incumbent gains experience. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs geographic information systems (GIS) database development, entry-level programming functions and basic map-making functions associated with the central GIS database;

Performs maintenance of enterprise database layers including street centerline files and associated address ranges;

Provides GIS support to other county departments and local governments by extracting information from databases to produce maps and other materials denoting information such as tax parcels, watersheds, school districts, census geography and other features;

Converts geographic data from hardcopy and electronic maps;

Performs traditional cartographic and mapping functions as needed;

Assists in providing GIS support for planning and feasibility studies and presentations, and to prepare reports and provide statistical documentation;

Reviews with supervisor the priority and feasibility of assigned projects;

Attends meetings and conferences as assigned;

Attends staff meetings to discuss unit and departmental activities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the uses of Geographic Information Systems (GIS), cartography, mapping and desktop database management software; knowledge of the technical aspects involved in GIS mapping and spatial data development and maintenance; knowledge of the tools and software used with GIS; ability to gather and analyze data and draw logical conclusions; ability to establish and maintain effective relationships with co-workers, managers and service agencies; ability to define program needs to superiors; ability to present recommendations both orally and in writing; ability to guide and instruct others; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; thoroughness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of either: (a) an Associate's Degree\* and four years of experience where the primary function of the position was utilizing geographic information systems (GIS) or related mapping applications in a large government agency or private enterprise; or (b) a Bachelor's Degree\* and two years of experience as defined in (a); or (c) a Bachelor's Degree\* in Urban, Natural Resource or Environmental Planning, Geography, Civil Engineering, or Geographic Information Systems and one year of experience as defined in (a).

SUBSTITUTION: A Master's Degree\* in one of the aforementioned fields may be substituted for up to one year of the required experience.

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 and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3110  
Job Group: IX