

PROGRAM SPECIALIST (GEOGRAPHIC INFORMATION SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class may act as a technical specialist responsible for working with professional planning staff in the coordination of geographic information systems (GIS), traditional cartographic functions, and related graphic work (computer and non-computer based). Responsibilities may involve maintaining, operating and developing in-house cartographic and related graphic artwork using Geographic Information Systems, desktop publishing; and related software, and performing non-computer mapping functions. Incumbents also evaluate requests for all mapping and graphic requests, advising superiors and outside departments on project feasibility and execution. In addition, incumbents also perform basic technical programming and database management functions in support of projects. This position, when in the Department of Planning, will require the application of technical and artistic skills in the design, layout and production of maps, publications and graphics. This position differs from the Staff Assistant (Geographic Information Systems) classification in that incumbents are responsible for planning projects requiring the interpretation and application of GIS with planning information for the production of studies to related projects. The Program Specialist handles a broad range of unit activities, including evaluating unit workflow and monitoring work in progress; maintaining liaison with the Department of Information Technology, user departments and vendors; managing equipment inventory and utilization to ensure effective operations; and assisting in instructing and evaluating the performance of subordinate staff. Guidance and instruction is provided to subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

WHEN ASSIGNED TO THE PLANNING DEPARTMENT:

Assists in developing departmental policies and procedures regarding the execution and prioritizing of projects, including computer-based graphics, illustrations, layouts, etc. for the production of maps, plans, reports and presentation materials;

Works with electronic pre-press, printing vendors and outside service bureaus in developing specifications for the printing and production of computer generated maps, publications and graphics;

Provides input in the preparation of the department's annual budget for computer mapping and graphics software applications;

Maintains and organizes all in-house aerial and map inventories and publications, including ongoing reproduction for staff use and sale;

Acts as liaison with the Department of Information Technology, professional and technical staff and/or vendors providing contracted mapping, publishing and printing services;

Assists in GIS database management procedures with regard to backup, storage, maintenance of GIS software licenses, and other appropriate system documentation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

WHEN ASSIGNED TO ALL DEPARTMENTS:

Performs GIS database development and basic programming functions associated with the central GIS database;

Maintains and programs in-house computer mapping, desktop publishing and printing services;

Provides training and technical support to in-house users to help ensure efficient workflow and develop employee skills;

Advises and instructs other departmental staff of the capabilities and most appropriate use of all mapping and graphics applications, including traditional cartographic work with aerials, maps, and related tools in various mediums (paper, mylar, etc.);

Evaluates requests for computer mapping and graphic services to determine feasibility of assignments in view of departmental policies and procedures;

Produces a wide range of computer and non-computer generated graphics as needed, in a variety of media for presentation purposes;

Controls data storage for GIS mapping and various graphics databases to ensure effective retrieval of data;

Manages and oversees the maintenance of departmental audio visual equipment, including cameras, slide and overhead projectors, camcorders, etc.;

Attends meetings and conferences as assigned;

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

Attends staff meetings to discuss unit and departmental activities;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the uses of Geographic Information Systems, cartography, desktop publishing, graphics hardware and software and related peripherals; knowledge of the technical aspects involved in Geographic Information Systems mapping, traditional mapping, desktop publishing and graphics applications; good knowledge of the tools and software used with Geographic Information Systems and desktop mapping and publishing; ability to analyze departmental operations to adapt computer mapping and graphics applications to suit the needs of the department; ability to gather and analyze data and draw logical conclusions;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

ability to establish and maintain effective relationships with planning staff, management and outside vendors 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 effectively use computer applications such as spreadsheets, word processing, e-mail, calendar and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; 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 either: (a) a Bachelor's Degree* or a Master's Degree* in Geographic Information Systems, Geography, or a closely related field and two years of experience (pre or post degree) where the primary function of the position was traditional mapping, one year of which must have included the use of Geographic Information Systems, desktop publishing and graphic systems involving database and mapping/publishing software; or (b) 60 college* credits with major coursework in Geographic Information Systems, Geography or a closely related field and four years of experience as defined in (a), three years of which must have included the use of Geographic Information Systems, desktop publishing and graphic systems involving database and mapping/publishing software; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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.