

STAFF ASSISTANT (GEOGRAPHIC INFORMATION SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class acts as a technical specialist responsible for working with professional staff in the production of geographic information's systems work, traditional cartographic functions, and related graphic work (computer and non-computer based). Responsibilities involve assisting in the maintenance, operation and development of in-house cartographic and related artwork using the Geographic Information System, desktop publishing; and related software, and the performance of non-computer mapping functions. This position requires the application of technical and artistic skills in the design, layout and production of maps, publications and graphics. Incumbents also perform basic technical programming and database management functions in support of projects. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists in the backup, storage, monitoring of GIS software licensees, and other appropriate system documentation;

Develops and writes basic computer programming for the GIS database by using specific coding;

Extracts specific types of physical planning data from the GIS database to aid Planners in the conduct of planning studies and presentations, or to prepare reports and provide statistical documentation;

Provides GIS support to other County departments by extracting information from the database to produce maps and other materials denoting information such as bus routes, taxation tables, property boundaries, etc.;

Uses GIS software to add information to the database as a result of new information or the transferal of hard copy data;

Digitizes hard copy information such as maps and schematic sketches;

Prepares and performs demonstrations for local municipalities on the strengths and uses of GIS;

Performs traditional cartographic functions as needed;

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.

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

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the uses of Geographic Information Systems, automated 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; knowledge of the tools and software used with Geographic Information Systems and desktop mapping and publishing; ability to use automated systems; 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; 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 read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to guide and instruct others; thoroughness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) 60 credits* with major coursework in Geographic Information Systems, Geography, or Computer Graphics and Design and two years of experience (pre- or post-degree) in map making using Geographic Information Systems, desktop publishing and graphic systems; or (b) a Bachelor's or Master's Degree* in one of the aforementioned fields and one year of experience as described in (a).

*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: C2813
Job Group: VIII