GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR   276-F

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This position involves responsibility for the oversight, management, and performance of professional and technical duties in support of the County's Geographic Information Systems and Web GIS Infrastructure. Duties will include direct day to day control over specific administrative and supervisory functions related to the promotion, establishment, and maintenance of the County Geographic Information System infrastructure and support systems. Incumbents are expected to exercise independent judgment, as the position is responsible for coordinating the development, implementation, and maintenance of the County's GIS program. Supervision may be exercised over a small number of subordinate personnel. Work is performed in accordance with the directives of the Director of Application Support and Development. Considerable leeway is allowed to independently perform the duties of the position.

<u>TYPICAL WORK ACTIVITIES:</u> *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops, implements, and refines commercial off-the-shelf and custom GIS applications, user interfaces, and
   web services using the latest GIS/web programming technologies;

Administers the Web GIS environment and manages the maintenance of ESRI web services as part of the
   ArcGIS Enterprise solution, including, but not limited to, maintaining the map based applications;

Administers and supports enterprise ArcGIS SDE geodatabases and versioned editing environments;

Designs, implements, and maintains the elements of the Sullivan County Geoportal;

Serves as the coordinator and project lead for 911 Addressing, providing user assistance, address verification,
   and GIS discrepancy resolution;

Maintains, updates, and ensures the integrity and accuracy of various data/GIS layers within the County's GIS
   software systems;

Provides assistance as needed to the Office of Real Property and other departments with GIS related work;

Coordinates with various sources to compile data to resolve geospatial issues and for inclusion in the Sullivan
   Master Geodatabase;

Performs quality control checks of spatial data, web maps, and geo-based applications to ensure the relational

databases maintain their integrity;

Collaborates with other GIS staff in the design, development, and maintenance of geodatabases based upon the

needs of various departments, projects, and uses of geospatial applications;

Develops scripts and routines to automate workflow processes, perform analysis, and integrate CAD Dispatch

data with the various software systems;

Assists in the preparation of reports and memoranda on particular GIS projects including, but not limited to,

statistical analyses, maps, graphs, tables, etc.;

Monitors and improves database performance and capacity;

Troubleshoots issues when they arise;

Attends and participates in conferences; user groups, and workshops as directed;

Produces custom maps and data, in digital and paper format, as requested;

Provides technical guidance to all users of the County GIS systems and assists in integrating other systems

with the GIS and geospatial applications used by the County;

Formulates implementation options and strategies as required;

Works with state, federal and local government in cooperative projects;

May participate in special projects, when directed;

Acts as liaison between county departments;

Collects and analyzes data applicable to the County's development and maintenance of the County's GIS

layers;

Assists in operating the County GIS including programming, database management, base map creation, and

maintenance, map production, and application development;

May represent the Department and the County on local or statewide boards and committees;

Develops, using GIS software, appropriate map production protocols, including metadata requirements and

supervises the preparation of various graphic materials prepared in support of projects;

Assists in coordinating the GIS programs and activities of other municipalities or jurisdictions and county

departments;

Responsible for training and/or setting up training for county staff to utilize GIS software and applications;

Prepares reports and makes presentations as directed;

Participates in staff meetings for the purposes of work review, planning of projects, and to keep abreast of

departmental operations.

Performs other duties as required.

<u>FULL PERFORMANCE KNOWLEDGES, SKILL AND ABILITIES IN SUCH AREAS AS:</u>

Thorough knowledge of the general principles and techniques of Geographic Information System (GIS) as

applicable to County, municipal, and regional planning; thorough knowledge of the current methods for

collecting, analyzing, and interpreting statistical data; thorough knowledge of current GIS software,

including but not limited to:, ArcGIS, ArcSDE, ArcGIS Online, and other related software; ability to work

independently on specific GIS database development efforts; ability to collect, analyze, and present data;

ability to prepare and interpret data in a wide variety of digital formats; ability to understand complex

written and oral instructions; ability to reason logically, both inductively and deductively; ability to express

oneself effectively, both orally and in writing; resourcefulness; tact; good judgment; and initiative.

<u>MINIMUM QUALIFICATIONS</u>: Either:

   (A) Possession of a Master's Degree from a regionally accredited college or university or one accredited

by the New York State Board of Regents to grant degrees in geography, engineering, GIS, Computer

Science or a related field and three (3) years of acceptable experience in Geographic Information

Systems development and /or maintenance, at least one year of which must have been in a supervisory

capacity; or

   (B) Possession of a Bachelor's Degree from a regionally accredited college or university or one accredited

by the New York State Board of Regents to grant degrees in geography, engineering, GIS, Computer

Science or a related field and five (5) years of acceptable experience as described in (A) above, at least one year of which must have been in a responsible supervisory capacity; or

(C)   Possession of an Associate's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in geography, engineering, GIS, Computer Science or a related field and seven (7) years of acceptable experience as described in (A) above, at least one year of which must have been in a responsible supervisory capacity.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: https://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

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