

GEOGRAPHIC INFORMATION SYSTEMS PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of professional and technical duties in support of the county planning function. Duties will include developing and maintaining a geographic information system database and development of comprehensive planning programs to implement long range solutions to problems associated with land use, resource use, growth, and economic development in the county. Work is performed under general administrative supervision with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES:

Participates in the development of GIS databases and related graphic products concerning population distribution, housing, industry, employment, schools, recreation, and the natural resources;

Assists in the preparation of reports and memoranda on particular GIS and planning studies including statistical analyses, maps, graphs, tables, etc.;

Performs digitizing functions by either manually inputting map coordinates from paper and Mylar map records or by operating scanning equipment;

Receives and responds to requests for GIS database development support and assisting in user interface development; routes more complex inquiries to supervisor for direction or resolution;

Assist in revising existing systems to integrate with the central GIS database;

Collects and assembles data from other County agencies and local governments concerning the development of digital data which can be integrated into the central County GIS database.

Assists in the development of long range and comprehensive County planning programs including the performance of research and analysis;

Conducts surveys and other research activities to provide assistance in the development of planning policy;

Prepares site design criteria, zoning and subdivision controls;

Contributes to the development of a comprehensive master plan for the development of the county including highways, parks, building sites, and sub surface activities;

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Collects and distributes statistical or other information relating to regional community planning and zoning
in the county;

Provides technical assistance to business, industrial agencies, and local government units;

Provides statistical or technical information to the general public;

Assists in developing overall guidelines for the future of the area and in handling problems of county-wide
significance;

Assists in coordinating the planning programs and activities of other municipalities or jurisdictions;

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

FULL PERFORMANCE KNOWLEDGES, SKILL AND ABILITIES IN SUCH AREAS AS:

Good knowledge of the general principles and techniques of Geographic Information System (GIS) as applicable to County, municipal, and regional planning; good knowledge of the general principles and techniques used in County, municipal, and regional planning; good knowledge of the sociological, economic, design, and environmental factors involved in performing activities related to planning and community development; good knowledge of community and regional physical planning, including zoning and subdivision regulations; familiarity with the basic principles of MS-DOS operating system; ability to work independently on specific GIS database development efforts; ability to collect, analyze, and present planning data; ability to interpret statistical data on physical, economic and social phenomena in ways relevant to County, municipal and regional planning; ability to prepare and interpret data in a wide variety of digital formats; ability to reason logically, both inductively and deductively; ability to express oneself effectively, both orally and in writing; ability to learn the use of a desk computer in statistical and planning work; resourcefulness; tact; good judgment; and initiative.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's degree in city or regional planning, economics, landscape architecture, civil engineering, geography, information systems, or a related field and one year of acceptable experience in municipal, community, or regional planning activities; or
- (B) Possession of a Bachelor's degree in city or regional planning, economics, landscape architecture, civil engineering, geography, information systems, or a related area of planning and three years of planning experience which must have included the application of automated information systems;
or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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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Last Reviewed: 12/15/98
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/9/2023
Revised and Replaced in Classplan: 4/8/2025 (Edu)