

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing the development, maintenance and operation of a Geographic Information System (GIS). The duties vary according to assignment; however, in general, the incumbent converts digital and non-digital data to a GIS based system and performs ongoing modifications, maintenance and operation of the system. The incumbent also performs other related professional or technical duties as assigned. This class differs from the Geographic Information System Technician in that a Geographic Information System Specialist performs a greater scope of duties, greater independence of action and has overall responsibility for a Geographic Information System. The work is performed under the general supervision of the Real Property Tax Director and /or the GIS Administrator with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** *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.*

Maintains County digital tax maps in accordance with New York State Law and the Real Property Tax Administration Rules and Regulations;

Performs title searches to analyze pre-existing boundaries;

Processes deeds, subdivisions, condominiums and other related recordings in compliance with local and state law;

Assists other County departments in lien enforcement activities;

Assists the County Director of Real Property in the absence of the Deputy Director;

Designs and develops complex cartographic representations of GIS data to complete complex mapping tasks, supporting customer or departmental needs;

Creates detailed records, reports and maps relative to the work;

Analyzes a geodatabase or a range of geodatabases and spreadsheets and creates reports, spreadsheets and maps from those databases;

Uses multiple techniques to gain the desired results such as viewing aerial photography to justify results and to calculate new fields using mathematical functions;

Creates, edits, imports and manages spatial data in order to create and maintain GIS data repositories;

Meets with and contacts vendors, municipalities, other departments or customers, as necessary to create and keep the data repositories relevant and updated;

Digitizes data from paper and/or tabular formats, when necessary or required;

Meets and consults with administrators, municipal planning representatives and system users to discuss and plan the use and integration of GIS technology within a department and/or across departments;

Develops resources for departmental needs;

Serves as an expert resource for other GIS users and professionals;

Develops training materials and organized training sessions for end users in other departments so that maintenance to the data repositories can be done by each department as needed;

Provides technical support to end users;

Coordinates the exchange, integration and migration of large scale data sets with other agencies from multiple internal and external sources. This requires the preparation and packaging of data for use by outside vendors, municipalities and their vendors or the public;

Generates metadata and creates elaborate explanations of what the data includes and what the data can be used for and assists the receiver of such datasets in the implementation and/or use of the data;

Assists the Project Lead for 911 addressing, provides staff assistance, 911 dispatch assistance, public assistance, address verifications, road naming assistance and GIS discrepancy resolution. Converts complex addresses into GIS formats making advanced uses of geocoding routines;

Performs database and systems administration functions in the absence of the GIS Administrator. Duties of this requirement include monitoring the performance of the enterprise geodatabase and tuning it as required, backing up and recovery of the database, web portal maintenance and creation of fields within the datasets as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the concepts, practices and techniques related to developing, maintaining and operating a GIS; good knowledge of the practices and techniques developing and maintaining databases; good knowledge of the practices and techniques related to maintaining, testing and configuring computer hardware, software and peripheral equipment; good knowledge of the New York Real Property Tax Law as it pertains to lien enforcement; good knowledge of the Real Property Tax Administration Rules and Regulations; good knowledge of the practices and techniques related to the professional planning process; working knowledge of municipal departments; ability to perform close, detailed work involving considerable visual effort and concentration; ability to participate in assigned projects and lay-out work for others; ability to utilize common office software programs including word processing, spreadsheet and databases; ability to understand and interpret complex oral instructions and/or written directions; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; and ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (A) 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 three (3) years of experience in administering a GIS System or other computerized mapping and assessment system; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Geography, Engineering, GIS, Computer Science or a related field and five (5) years of experience as described in (A) 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: December 28, 2018  
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)