

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN/PLANNER 276-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of professional and technical duties in support of the county Geographic Information Systems Plan function. Duties will include developing and maintaining a geographic information system applications such as computer mapping database development and database development programming and support systems to use on the central GIS database. Incumbents are expected to exercise independent judgment, as the position is responsible for acting in a coordinating capacity for development, implementation and maintenance of the County's GIS. Supervision may be exercised over a small number of subordinate personnel. Work is performed under general supervision of the Deputy Commissioner of Mobility Management and GIS with leeway for performing the duties of the position, in accordance with established policies and procedures.

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.*

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.;

May be required to make presentations;

May participate in special projects and planning efforts relating to environmental issues, when directed;

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 data 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;

Acts as a liaison between County departments;

Schedules and conducts GIS User Group Meetings;

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;

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 GIS programs and activities of County departments and other municipalities or jurisdictions;

Administers ArcSDE enterprise geodatabase;

Administers ArcIMS website;

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.

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 current methods for collecting,

analyzing and interpreting statistical data; good knowledge of current GIS software, including but not limited to; Windows 2000 and XP operating systems, Novell, Windows NT, Autocad, Arcview, Arcad, Arcinfo, ArcGIS, ArcIMS and other related software; good knowledge of physical and natural resource factors involved in development and processes; ability to work independently on specific GIS database development efforts; ability to collect analyze, and present planning data; ability to process data and develop logical output products graphically displaying statistical and geographical 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 use Global Positioning System (GPS) hardware and software to acquire GIS data; 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.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher 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, engineering, which shall have involved working with Geographic Information Systems and demographic analysis; 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 a Bachelor's degree in city or regional planning, economics, landscape architecture, civil engineering, geography, information systems, or a related field and three (3) years of experience as described in (A) above; or
- (C) 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 city or regional planning, economics,

landscape architecture, civil engineering, geography, information systems, or a related field and five

(5) years of experience as described in (A) above; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) 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: 07/28/03

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 2/9/2023

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