

## **SENIOR GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN 276-G**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the oversight, management and performance of professional and technical duties in support of Planning's Geographic Information System (GIS) and 911 initiatives. Duties will include direct day-to-day control over specific administrative and supervisory functions related to the establishment of geographic information system applications and support systems utilized in the Divisions of Planning and Emergency Management's GIS databases. Work is performed in accordance with the directives of the Commissioner of Planning and Environmental Management with considerable leeway for carrying out the details of the work assignments. Supervision may be exercised over the subordinate staff.

**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 planning and zoning, public safety, population demographics, housing, industry, employment, schools, recreation and natural resources;

Assists in the preparation of reports and memoranda on particular GIS functions as it relates to planning studies and 911 issues that can include statistical analysis, maps, graphs, tables, etc.;

Maintains County Emergency Service E-911 geo-database and oversees E-911 addressing;

Collects, assembles and analyzes data from other County agencies and local governments concerning the development of digital data which can be integrated into the Division of Planning's GIS databases;

Prepares monthly E-911 exports for use by the County Emergency Services Center, generates property address reports for use by local municipalities and postal offices;

Receives and responds to requests for GIS data and maps required by the general public and/or county and local jurisdictions;

Provides input to Commissioner in determining the need for use of consultants for implementation of certain components of the Division's GIS and 911 initiatives; issuance of the Request for Proposal for such services, selection of appropriate vendor and project oversight and coordination with the chosen consultant;

Provides technical assistance to business, industrial agencies and local government units related to planning GIS and 911 data;

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

May make presentations as directed by the Commissioner;

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** 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; good knowledge of E-911 Emergency response GIS systems; working knowledge of current GIS software, including Windows 2000 and XP operating systems, Novell, Windows NT, AutoCAD, Arcview,

Arcad, Arcinfo, Arc GIS, ArcSDE and other related software; 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 use Global Positioning System (GPS) hardware and software to acquire GIS data; ability to express oneself effectively, both orally and in writing; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to exercise sound judgment when dealing with staff and the public; ability to understand and follow complex oral and written directions; 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, Landscape Architect, Civil Engineering, Geography, Natural Resources and Environmental Studies, Information Systems or a related field and two (2) years experience in municipal, community or regionally planning or engineering which shall have involved working with Geographic Information Systems and demographic analysis, at least one (1) year of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in City or Regional Planning, Landscape Architect, Civil Engineering, Geography, Natural Resources and Environmental Studies, Information Systems or a related field and four (4) years of

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experience as described in (A) above, at least one (1) year of which must have been in a supervisory capacity; or

- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Originated: 01/01/09

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

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