

G.I.S. (GEOGRAPHIC INFORMATION SYSTEM) TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the use of G.I.S. analysis and G.I.S. peripherals for the data creation and map production for a County-wide Geographic Information System database in connection with municipal planning. Duties are performed under the direct supervision of the G.I.S. Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Digitizes geographic features from maps; Converts existing digital maps; Edits coverages and creates topology; Links relational databases to coverage features; Checks work for errors; Keeps existing coverages current with updates from data source; Produces map presentations of GIS analysis for staff and others as needed; Conducts basic GIS analysis such as queries, overlay of buffers and site identifications; Maintains accurate systematic records of data production, procedures and location of archived data; Performs virus checks of system regularly and backs up data per County procedures; Operates and maintains GIS peripherals such as plotters, printers, scanners and backup systems; Maintains records of supply consumption and stocks; Trains staff and others in the use of GIS software and peripherals; Verifies GIS data in the field or collects information as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Geographic Information System and its use in conduction spatial analysis in support of planning activities; Good knowledge of the operation of computers and peripheral equipment; Good digitizing skills; Working knowledge of the purposes, principles, terminology and techniques employed in municipal planning; Working knowledge of relational databases and their management; Working knowledge of the principles and practices of drafting and graphics as applied to planning assignments; Working knowledge of acceptable methods of data collection, analysis, and interpretation; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; Ability to work well with others; Ability to communicate effectively both orally and in writing; Initiative and resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree which includes a minimum of 12 credit hours of GIS/CAD, computer technology or related field; OR
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree in computer aided drafting; computer technology or GIS/CAD with related computer training and two years of GIS/CAD experience; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years of GIS/CAD (Geographic Information System/Computer Aided Drafting), application development and data base management, or related computer experience; OR
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

Adopted 10/7/97

Reviewed 9/26/00; 3/2/10

Revised 12/14/00; 8/29/01; 8/13/07