

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN

Code No: 4-14-202
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level technical position responsible for gathering data and producing maps and reports using Geographic Information Systems (GIS) software in a municipality. Duties include performing field work, and working in various weather conditions and on uneven terrain. This position differs from Geographic Information System Analyst by having more focus on the technical aspects of GIS. The employee reports directly to, and works under the general supervision of a Manager of Operations – GIS or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Participates in the development and implementation of desktop, server-based and web-based GIS projects;

Enters and manipulates spatially related data for use in GIS software;

Produces maps and reports using GIS software;

Works with staff members to determine best methods of displaying and presenting spatial information;

Responds to requests from staff for maps and data products;

Conducts training activities for department staff and program participants;

Prepares and maintains metadata;

Works with other departments, outside agencies, and the public in response to requests for maps and data;

Works with corrected digital aerial photography;

Gathers data using Global Positioning System (GPS) hardware and software;

Performs a variety of other tasks such as copying, scanning and printing record drawings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS: Working knowledge of the use and operation of GPS equipment; working knowledge of statistical analysis techniques and methods; working knowledge of database management using various software programs; ability to produce maps and reports from GIS software; ability to digitize spatial data and other information; ability to apply analytical skills and organizational skills to mapping projects; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; ability to sort, arrange and file material; ability to perform work accurately; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS, either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Geographic Information Systems, Geography, Environmental Science, Planning, Imaging Science, Computer Science or a closely related field including six (6) college semester credit hours in geographic information systems (GIS); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree plus either: six (6) months paid full-time or its part-time equivalent work experience or two (2) quarters or one (1) semester of cooperative education (co-op) work experience* working with geographic information systems (GIS) that includes data conversion, data creation, feature editing, data analysis, creating reports AND cartography; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Certificate in Geographic Information Systems or an Associate's degree plus one (1) year paid full-time or its part-time equivalent work experience as stated in (B) above; OR,
- (D) Three (3) years paid full-time or its part-time equivalent work experience as stated in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

*Co-op experience can be paid or unpaid.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: February 6, 2003
REVISED: January 12, 2006
REVISED: August 6, 2015