

## GEOGRAPHIC INFORMATION SYSTEMS OPERATOR

Code No: 4-14-171  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for the operation of a Geographic Information System (GIS). The employee reports directly to and works under the general supervision of a higher-level employee. Does related work as required.

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

Formats, produces and revises documents utilizing the GIS computerized system;

Retrieves, merges and sorts text and data from GIS computerized files;

Performs tabulations and format changes utilizing the GIS;

Assumes responsibility for document accuracy and completeness;

Generates a base map incorporating various physical features and utilities;

Maintains and updates maps;

Coordinates and generates requests from various departments;

Schedules and coordinates work flow;

Maintains daily work log and prepares monthly reports;

Performs various other duties as required such as coordinating an internal safety program and assisting with the operation of special and standard motor equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the use and operation of computer aided drafting equipment; good knowledge of concepts, techniques and procedures used in maximizing use of equipment; ability to instruct others in the use of GIS system and equipment; ability to schedule and coordinate work flow; ability to prepare work logs and reports; ability to establish and maintain good working relationships; ability to communicate effectively; good judgement; accuracy; initiative; reliability; cooperative; 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 an Associate's degree in Civil Technology, Mechanical Engineering, or one of the Natural Sciences,\* plus one (1) year paid full-time or its part-time equivalent experience in computer aided drafting with an engineering/architectural firm, or an engineering, environmental or architectural department, or a government agency, OR;

(B) Three (3) years paid full-time or its part-time equivalent experience as described in (A) above, OR;

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

**\*NOTE:** Natural Sciences include: Biology, Botany, Chemistry, Earth Science, Physics, and Zoology, and their sub-fields.

**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.

Depending on assignment, candidates for positions in Monroe County will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** December 8, 1994  
**REVISED:** May 5, 2005  
**Formerly:** Graphical Information Systems Operator  
**REVISED:** August 3, 2006