

Geographic Information System Technician Tompkins County

Classification: Competitive

Labor Grade: White Collar grade 10

Approved: Bd. Res. #85, 03/16/93

Revised: 9/93; 5/96; 1/97; 8/99; 8/01; 10/18

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in cartography, surveying, computer science, or a related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design experience in a public or private planning, engineering, architecture, or a similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the development, maintenance, and implementation of Geographic Information (GIS) products and applications. The incumbent will coordinate with departmental staff, other county departments, and outside agencies towards the acquisition and development of data, project design, spatial data processing functions, and the preparation of cartographic products. The incumbent will be responsible for responding to public inquiries and data requests. The GIS Technician works under direct supervision and requires the ability to work with autonomy and judgment in implementing assigned tasks. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Using geographic information system computer software, the incumbent will prepare a variety of analytical and mapping products related to various County projects such as tax parcels, thematic maps, natural resources, transportation, and comprehensive planning programs which include physical and natural features, land use, infrastructure, community facilities and census data;
- Acquire or develop, update, and maintain GIS electronic spatial databases;
- Performs translation and conversion of data between various data platforms and mapping projection systems;
- Data entry of geographic related material and other materials as required;
- Performs Quality Assurance/Quality Control procedures for all data within the IS program;
- Performs data analysis in support of professional staff activities;
- Responds to County Departments and public requests for digital data and hard copy and digital map products, and the production of custom maps and databases;
- Communicates with a variety of County departments and outside organizations to coordinate activities, exchange information, and resolve questions and/or concerns;
- Assists in the design, development, and maintenance of the County's GIS repository of data and related metadata;
- Provides technical GIS training to staff within various departments of the County.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of advanced GIS and cartographic concepts and database design concepts;
- Working knowledge of personal computer software and operating systems, including, graphical, database, and spreadsheet applications;
- Ability to establish and maintain high standards of accuracy and produce products with high professional standards; Ability to work courteously with the public and staff from other County departments and outside organizations;
- Ability to understand and follow complex oral and written instructions;
- Ability to maintain effective working relationships; Resourcefulness, initiative, good judgment and tact are required; The employee's physical and mental condition shall be commensurate with the demands of the position.

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