

Geographic Information System / Information Technology (GIS/IT) Specialist (SCLIWC) Tompkins County

Department: Town of Ithaca

Classification: Competitive

Approved: 8/96

Revised: 09/07; 02/13; 1/2020

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in geographic information systems, planning, engineering, computer science or a related field **AND** one year of full-time paid (or the equivalent part-time) 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 a regionally accredited or New York State registered college with an Associate's Degree in geography, engineering science, computer science or a related field **AND** three year of full-time paid (or the equivalent part-time) 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**
- C) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time) 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**
- D) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job.

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

DISTINGUISHING FEATURES OF THE CLASS:

This skilled technical position involves the responsibility for the development, maintenance and operation of a Geographic Information System (GIS), the day-to-day maintenance of the Commission's information technology system (ITS) and related data collection activities of the Southern Cayuga Lake Intermunicipal Water Commission. The work is performed under the general supervision of the Distribution Manager with latitude allowed for the exercise of independent judgment when planning work methods and procedures to achieve end goals. This position requires the ability to work with a high degree of autonomy making daily independent judgment when implementing projects and completing assigned tasks. Incumbent might oversee the work assignments of interns. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

GIS related:

- Prepares a variety of analytical and mapping products related to the water system, using geographic information system computer software;
- Acquires, develops, updates and maintains GIS electronic spatial databases;
- Maintains and updates water system maps;
- Conducts file searches, organizes information, and summarizes and maintains a variety of mapping and ITS records;
- Performs translation and conversion of data between various data platforms and mapping projection systems;
- Performs quality assurance procedures for all data within the GIS program;
- Updates and electronically catalogs individual customer curb cards as changes occur;
- Assists Managers with compiling data and other related information for periodic reports;
- Conducts field investigations and documents findings related to updates of the Commission's maps;

- Communicates with Commission staff and outside representatives in development and maintenance of Commission system maps and related data bases;
- Communicates with engineers and contractors to obtain acceptable water system as-built documents for incorporation into the Commission's mapping system;
- Responds to staff and public requests for data, map products, and the produces custom maps and databases;

ITS related:

- Coordinates the operation and maintenance of the Commission's computer network;
- Installs and maintains software programs and maintains an ITS hardware and software inventory;
- Acts as "Help Desk" for staff on all information technology and telecommunications equipment;
- Maintains mapping accessibility on mobile devices for field staff;
- Maintains records of water system asset conditions and maintenance history;
- Refers problems that cannot be resolved to technical staff of a vendor and tracks service requests from inception to resolution;
- Communicates with vendors and technical support to aid in the solution of network hardware and software problems;
- Maintains records regarding vendors, suppliers and ITS support information;
- Maintains Commission's website, phone system and mobile devices;
- Assists with IT issues related to the building controls and security cameras;
- Assists in managing staff compliance with the ITS policies and procedures;
- Assists in the formation of ITS budget requests;
- Trains others and provides support as needed;
- Follows safety rules and general work habit regulations;
- Performs other duties as directed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of GIS software and operation of Global Positioning System equipment;
- Good knowledge of the theory, principles, methods, terminology and practices of GIS technology;
- Good knowledge of personal computer software, including graphical and mapping software, website software, word processing, database and spreadsheet applications;
- Good knowledge of microcomputers and computer aided design, drafting and mapping software;
- Good knowledge of mobile devices and internet security;
- Good knowledge of trigonometry, algebra, mathematics;
- Good knowledge of the principles and practices of data collection and editing, including data quality control and assurance;
- Good knowledge of office terminology, procedures, equipment and protocols;
- Ability to perform close, detailed work involving considerable visual effort and concentration;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to plan and organize assignments in order to produce desired results;
- Ability to complete assignments in a timely and accurate manner;
- Ability to establish and maintain high standards of accuracy and produce products with high professional standards;
- Performs duties in a cooperative, courteous, tactful and professional manner;
- Ability to maintain effective working relationships with others, including staff, public officials and the general public;
- Resourcefulness, initiative, good judgment and tact are required;
- Physical condition commensurate with the demands of the position.