

GIS Technician/Web Developer Tompkins County

Department: Information and Technology Services Department

Classification: Competitive

Labor Grade: 11

Approved: 0

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college with a Bachelors Degree in Geographic Information Systems, 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 and web-based application development 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 two year college with an Associates Degree in Geographic Information Systems, cartography, surveying, computer science, or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design and web-based application development 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) Any combination of training and experience equal to or greater than that 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 Systems(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 position is also responsible for designing, building, implementing, and maintaining Web pages, sites and applications related to the GIS program and other departmental services. The GIS Technician/Web Developer works under general supervision and requires the ability to work with considerable autonomy and independent judgment when implementing assigned tasks. Although supervision of others is not a primary function of this position, the incumbent may be called upon to supervise work projects, work groups, and to provide technical supervision and training to departmental staff. 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 GIS 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, outside organizations and the public 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;
Assists in the coordination of County-wide GIS web based mapping services and applications involving the participation of County, municipal and private agencies;
Promotes the use and understanding of the Tompkins County GIS program and related technology through public information and educational campaigns, including public presentations, demonstrations, the writing of articles, and interaction with the community;
Develop and communicate Web site usage, policies and standards;
Assists in defining Web site functionality and overall site structure and content management practices;
Identify and recommend new Web features and applications in conjunction with business leaders, department managers and vendors;
Assists the Director of ITS in the planning and management of Web development projects, including those hosted by vendors and the County.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of mapping, database and related software necessary to perform and supervise tasks associated with the design, development and maintenance of the County GIS program and Web sites and applications;
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 prepare and present ideas clearly and concisely, both orally and in writing;
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 condition shall be commensurate with the demands of the position;

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