

G.I.S. (GEOGRAPHIC INFORMATION SYSTEM) COORDINATOR
(REAL PROPERTY TAX SERVICE)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the creation and maintenance of a County-wide Geographic Information System database. The incumbent is also responsible for performing a variety of work related to real property tax transactions such as reviewing deeds and other documents for accuracy and completeness prior to their use in maintaining County Tax Map records. Duties are performed under general supervision of the Director of Real Property Tax Services in accordance with established practices and procedures. General supervision may be exercised over subordinate department personnel for the provision of technical guidance and assistance. A G.I.S. (Geographic Information System) Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and maintains a County-wide G.I.S. database;
- Collects and transforms data into a compatible format, correcting errors and compiling data into a usable database while maintaining a description of the data source/pedigree;
- Coordinates and works with other county departments and/or agencies to achieve project goals;
- Continually updates existing data;
- Creates cooperative agreements with other county agencies for data acquisition and data sharing;
- Review routine filings of deeds and leases for accuracy and completeness;
- Discusses alleged errors in deeds or map plotting with attorneys, surveyors and property owners;
- Searches property records and verifies correct plotting of maps;
- Points out inconsistencies between deeds and maps;
- Provides a history of the assessment of every problem parcel to the Department of Real Property Tax Services and local assessors;
- Studies effects of changes of tax map records on assessment rolls;
- Answers inquiries from the public regarding parcels on tax maps;
- Explains legal and technical terms used in the deeds and leases;
- Acts as system hardware and software coordinator;
- Recommends updates of system applications software with revisions, modifications;
- Develops training material and trains staff in GIS analysis retrieval techniques;
- Prepares and maintains a variety of complex written records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the Geographic Information System and its use;

working knowledge of the principles and practices of drafting and graphics as applied to real property data; working knowledge of acceptable methods of data collection, analysis, and interpretation; working knowledge of deeds and related property records; ability to interpret, utilize and explain the use of the tax maps; ability to perform research and prepare detailed reports; ability to lay out and develop graphic materials; ability to establish and maintain effective relationships with the public and local officials; tact and courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with at least an associates degree including or supplemented by successful completion of twelve (12) credit hours in mechanical or engineering drawing or graphics; computer aided design or related field;

OR

- B) Four years of experience using GIS software to produce spatial data.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/14/02

Revised: 3/1/13