

GIS (Geographic Information Systems) Specialist (Department of Public Works)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for the development, maintenance, and support of the Cattaraugus County Department of Public Works' Geographic Information System (GIS). The incumbent will work closely with the Department of Information Technology and Department of Real Property & GIS Services to resolve technical problems. No supervisory duties are expected. A GIS (Geographic Information System) Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Supports and maintains all DPW geospatial data and global positioning system (GPS) based applications;
- Conducts field work to verify and maintain accurate position data for all DPW infrastructure;
- Maintains DPW infrastructure databases and geospatial data layers;
- Uses mapping software and creates custom mapping products;
- Creates GIS related computer programs for special projects;
- Tests and debugs GIS related programs;
- Trains users in usage of GIS related programs;
- Integrates external data into presentations, data layers, and visuals;
- Documents internal logic of programs using flow charts, decision tables, and other means.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of GIS mapping and analytics software applications; thorough knowledge of office software programs including word processing, spreadsheets and databases; thorough knowledge of computer programming; ability to communicate effectively, both orally and in writing, complicated and technical information to a wide variety of audiences; ability to identify errors, problem solve, and offer solutions; ability to understand and interpret written instructions and directions; ability to develop and maintain excellent working relationships with internal and external stakeholders.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Bachelor's Degree in Geographic Information Systems, Information Systems Management, or a closely related field;

OR

- B) Possession of at least an associate 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 AND two (2) years of full-time experience in managing and supporting a GIS;

OR

- C) Four (4) years of experience in managing and supporting a GIS.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/22/2022

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