

G.I.S. TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for producing geographic information to support department functions. The incumbent performs basic technical programming, GIS operations and database management functions in support of projects. Responsibilities involve the use of and follow up procedures to accomplish data editing, quality control, basic analysis and maintenance of data, production of maps and other documents. Supervision is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops and maintains the GIS database and metadata documentation;
2. Meets with professionals to discuss, develop and initiate projects requiring geographic format; makes recommendations on how to best accomplish the desired results in a project;
3. Identifies and gathers data that will be needed to accomplish projects and transforms it into a usable geographic format;
4. Performs basic analyses on data in GIS and produces final mapping;
5. Extracts specific types of physical data from the GIS database to prepare reports and provide statistical documentation;
6. Performs traditional cartographic functions;
7. Responds to telephone, email or in-person requests for mapping, data or related information from staff and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer-assisted mapping with emphasis on geographic information system applications to develop maps, charts, tables and graphs to illustrate geographic data;

Knowledge of software related to ArcGIS, Microsoft Access/Excel and GPS devices to create digital geographic data, and to maintain inventory of GIS data;

Skill in manipulating data stored on the geographic information system to produce desired results;

G.I.S. TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Skill in graphic and cartographic methods to produce attractive and communicative maps:
Skill in creating and manipulating data with a relational database such as Microsoft
Access to supplement other geographic information;
Ability to gather and analyze data and draw logical conclusions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Geographic Information Systems, Geography, Environmental Studies, Information Systems, or a related degree;
- OR: (B) Completion of sixty credit hours at a regionally accredited or New York State registered college or university with major course work in Geographic Information Systems, Geography, Environmental Studies, Information Systems, or a related degree and two years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of Geographic Information Systems;
- OR: (C) Four years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of Geographic Information Systems;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

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ADOPTED: 07/07/97

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