GEOGRAPHIC INFORMATION SYSTEMS ADMINISTRATOR

LOCATION: Tioga County Information Technology
CLASSIFICATION: Competitive
SALARY: CSEA - Grade XV
ADOPTED: 1/1/2001; Revised 3/01, (9/01 updated applications only), 1/03, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the development, implementation, maintenance and analysis of County-wide geographic information systems (GIS). The incumbent will work with County departments and agencies to incorporate the use of spatial information into their operations, including the design of customized applications and product training and assistance. The incumbent works under the general direction of the Director of Information Technology and Communications System, with considerable leeway allowed for the exercise of independent judgment. Direct supervision is also received from the County Planning Director in regards to GIS development and project initiatives. Supervision over others is not normally a function of this position, other than for technical guidance and assistance. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Designs, develops and maintains a variety of county based GIS electronic databases and maps;
- Responds to county department and public requests for digital data, hard copy maps and the production of custom maps and databases;
- Works with IT staff to develop, recommend, coordinate and maintain GIS related computer systems (including hardware, software, networks) within various County departments;
- Provides quality assurance/quality control over all data within the GIS program;
- Analyzes and tests GIS software capacities and makes recommendations for new software or other computer support;
- Performs data entry of geographic related data and maintains various computerized GIS files;
- Trains end users in the use of GIS software and related peripheral equipment;
- Collects information to be used in the compilation of electronic databases and production of maps.
- Develops grant proposals for GIS associated funding;
- Provides representation and technical expertise for the GIS program at various meetings, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough technical knowledge of GIS concepts and terminology; thorough knowledge of the principles and practices of GIS development and planning; thorough knowledge of graphical and mapping software associated with GIS; good knowledge of the use and operation of personal computers and peripheral equipment; skill in the application of GIS software to produce maps and other graphic materials; good technical ability; ability to establish effective working relationships with others; ability to analyze and resolve technical problems related to GIS; ability to communicate effectively both orally and in writing; ability to train others in the use of mapping software; initiative; 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 Master's degree in planning, geography, engineering, architecture or GIS related field and two (2) years of full-time (or the equivalent part-time and/or volunteer) professional experience in data analysis or regional and community planning, which shall have included at least one (1) year in the application of GIS or related work; **OR**

2. Geographic Information Systems Administrator

   b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, geography, engineering, architecture or GIS related field and four (4) years of experience as defined in (a) above; **OR**

   c. An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

Note: Course study above Bachelor's degree level in the fields listed in (a) above, can be substituted for the required experience based on the following formula:

Each 3 credit hour course = one month of experience

<u>GIS Software Applications in use</u>:
ARC/VIEW 3.X & ARC/VIEW 8.X
ARCPAD
PICTOMETRY