GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

JOB CODE: 3097
DEPARTMENT: Tioga County Information Technology & Communications Services
CLASSIFICATION: Competitive
SALARY GRADE: CSEA SG XI
ADOPTED: 12/12/17 Reso. 321-17; revised 10/20 Reso. 245-20 Tioga County Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data, and assisting with the development, maintenance and operation of a Geographic Information System (GIS). The incumbent works with departmental staff, other county departments, and outside agencies toward the acquisition and development of data, project design, and the preparation of cartographic products. The work is performed under the general supervision of the GIS Manager with wide leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- Prepares a variety of analytical and mapping products related to various County projects such as tax map data, parcel boundary-dependent data, census data and address points, and various thematic maps;
- Acquires, updates, and maintains GIS electronic spatial databases;
- Performs data entry of geographic related material and other materials as required;
- Meets with the GIS Manager to discuss details and progress relative to the work performed;
- Responds to County departments requests and public requests for digital data and hard copy and digital map products, and the production of custom maps and databases;
- Assists in the design, development, and maintenance of the County's GIS repository of data and related metadata;
- Assists in the coordination of County-wide GIS web based mapping services and applications involving the participation of County, municipal and private agencies;
- May perform field work to visibly verify the existence and or location of municipal assets;
- Creates and maintains records and reports relative to the work performed;
- May assist with installing, testing, and configuring computer hardware, software and peripheral equipment related to GIS.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and techniques relative to designing, creating and updating maps generated from digital and no-digital data; good knowledge of the practices and techniques related to developing, maintaining and operating a GIS; good knowledge of personal computer software and operating systems, including graphical data base, and spreadsheet applications; ability to work courteously with the public and staff from other county departments and outside organizations; ability to understand and interpret complex oral instructions and or written directions; ability to perform close, detail work involving considerable visual effort and concentration; ability to operate a personal computer and utilize common office software programs; 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, or a closely related field (which included GIS coursework) and one (1) year of experience designing, creating and updating maps based upon digital and non-digital data; **or**

b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in geographic information systems, geography, or a closely related field

(which included GIS coursework) and three (3) years of work experience designing, creating and updating maps based upon digital and non-digital data. **or**

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

NOTE: Education beyond the Bachelor's degree in a related field may be substituted for experience on a year for year basis.