

Geographic Information System Analyst Tompkins County

Classification: Competitive

Labor Grade: 13

Approved: Bd. Res. #85, 03/16/93

Revised: 5/96; 11/98; 11/18

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered university with a Masters Degree in geography, cartography, planning, engineering or a GIS related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public or private planning, engineering, architectural, or similar technical agency using GIS or CAD software, and database applications; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree geography, cartography, planning, engineering or a GIS related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public or private planning, engineering, architectural, or similar technical agency using GIS or CAD software, and database applications; **OR**

(c) Graduation from a regionally accredited or New York State registered college or university with a Associates Degree geography, cartography, planning, engineering or a GIS related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public or private planning, engineering, architectural, or similar technical agency using GIS or CAD software, and database applications; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Required to possess a valid New York State Driver's license to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in various County Departments and is responsible for the development, maintenance, implementation and analysis of geographic information systems (GIS) products and applications. The position will coordinate with departmental staff, other county departments, and outside agencies towards the acquisition of data, project design, and spatial data processing functions. Incumbent will be responsible for responding to public inquires and data requests. Responsibilities include functioning on and leading teams of Department staff, County staff and representatives from other agencies. Work is performed under the general supervision of senior personnel, with considerable leeway for planning work methods and procedures to achieve end goals. This position requires the ability to work with a high degree of autonomy making daily independent judgments in managing and coordinating major projects. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Design and implement a variety of Geographic Information Systems (GIS) analytical and mapping projects;
- Acquire, update and maintain GIS electronic databases and maps;
- Prepare analysis of data and geographical maps in support of County projects and programs;
- Apply scientific and statistical methods to obtain, analyze, classify and rectify data to develop and/or modify geo-spatial databases;
- Create a variety of electronic and hard copy map products;
- Respond to county departments and public requests for digital data, hard copy maps and the production of custom maps and databases;
- Perform Quality Assurance/Quality Control procedures for GIS data;
- Provide GIS technical support and training to departmental staff;

- Maintain a detailed inventory of paper and digital spatial data, including organizing computer directories and maintaining meta-data for each data set;
- Develop custom GIS applications for departmental staff, using various GIS programming tools, to automate common analytical mapping procedures;
- Communicate with GIS staff and senior personnel in other departments to coordinate activities, exchange information and resolve questions and/or concerns about GIS data.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of advanced GIS and cartographic concepts and database design concepts;
- Thorough knowledge of personal computer software, including graphical and mapping software, word processing, database and spreadsheet applications;
- Ability to develop work plans for complex tasks;
- Ability to function on and lead internal teams and teams with staff from other departments, and representatives from outside agencies;
- Ability to communicate effectively both verbally and in writing with departments, local officials and the public;
- Ability to establish and maintain high standards of accuracy and produce products with high professional standards;
- Ability to understand and follow complex oral and written instructions;
- Ability to maintain effective working relationships;
- Resourcefulness, initiative, good judgment and tact are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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