

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Geographic Information System / Information Technology (GIS/IT) Specialist (SCLIWC)

EXAM NO: 68007

SALARY: \$27.00/hr

LOCATION: SCLIWC

EXAM DATE: 05/16/20

ISSUE DATE: 01/23/20

THE FINAL DATE TO FILE APPLICATIONS: 02/14/20

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/17/20

RESIDENCY WAIVED

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

Location of Position:

There is currently one vacancy in the title of Geographic Information System/Information Technology (GIS/IT) Specialist located at SCLIWC (Town of Ithaca). The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

- A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in geographic information systems, planning, engineering, computer science or a related field **AND** one year of full-time paid (or the equivalent part-time) professional computer graphic design experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in geography, engineering science, computer science or a related field **AND** three year of full-time paid (or the equivalent part-time) professional computer graphic design experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**
- C) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time) professional computer graphic design experience in a public or private planning, engineering, architectural,

or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**

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

SPECIAL REQUIREMENTS:

Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job.

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

DISTINGUISHING FEATURES OF THE CLASS:

This skilled technical position involves the responsibility for the development, maintenance and operation of a Geographic Information System (GIS), the day-to-day maintenance of the Commission's information technology system (ITS) and related data collection activities of the Southern Cayuga Lake Intermunicipal Water Commission. The work is performed under the general supervision of the Distribution Manager with latitude allowed for the exercise of independent judgment when 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 judgment when implementing projects and completing assigned tasks. Incumbent might oversee the work assignments of interns. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

GIS related:

- Prepares a variety of analytical and mapping products related to the water system, using geographic information system computer software;
- Acquires, develops, updates and maintains GIS electronic spatial databases;
- Maintains and updates water system maps;
- Conducts file searches, organizes information, and summarizes and maintains a variety of mapping and ITS records;
- Performs translation and conversion of data between various data platforms and mapping projection systems;
- Performs quality assurance procedures for all data within the GIS program;
- Updates and electronically catalogs individual customer curb cards as changes occur;
- Assists Managers with compiling data and other related information for periodic reports;
- Conducts field investigations and documents findings related to updates of the Commission's maps;
- Communicates with Commission staff and outside representatives in development and maintenance of Commission system maps and related data bases;
- Communicates with engineers and contractors to obtain acceptable water system as-built documents for incorporation into the Commission's mapping system;
- Responds to staff and public requests for data, map products, and the produces custom maps and databases;

ITS related:

- Coordinates the operation and maintenance of the Commission's computer network;
- Installs and maintains software programs and maintains an ITS hardware and software inventory;
- Acts as "Help Desk" for staff on all information technology and telecommunications equipment;
- Maintains mapping accessibility on mobile devices for field staff;
- Maintains records of water system asset conditions and maintenance history;
- Refers problems that cannot be resolved to technical staff of a vendor and tracks service requests from inception to resolution;
- Communicates with vendors and technical support to aid in the solution of network hardware and software problems;
- Maintains records regarding vendors, suppliers and ITS support information;
- Maintains Commission's website, phone system and mobile devices;
- Assists with IT issues related to the building controls and security cameras;
- Assists in managing staff compliance with the ITS policies and procedures;
- Assists in the formation of ITS budget requests;
- Trains others and provides support as needed;
- Follows safety rules and general work habit regulations;
- Performs other duties as directed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of GIS software and operation of Global Positioning System equipment;
- Good knowledge of the theory, principles, methods, terminology and practices of GIS technology;
- Good knowledge of personal computer software, including graphical and mapping software, website software, word processing, database and spreadsheet applications;
- Good knowledge of microcomputers and computer aided design, drafting and mapping software;
- Good knowledge of mobile devices and internet security;
- Good knowledge of trigonometry, algebra, mathematics;
- Good knowledge of the principles and practices of data collection and editing, including data quality control and assurance;
- Good knowledge of office terminology, procedures, equipment and protocols;
- Ability to perform close, detailed work involving considerable visual effort and concentration;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to plan and organize assignments in order to produce desired results;
- Ability to complete assignments in a timely and accurate manner;
- Ability to establish and maintain high standards of accuracy and produce products with high professional standards;
- Performs duties in a cooperative, courteous, tactful and professional manner;
- Ability to maintain effective working relationships with others, including staff, public officials and the general public;
- Resourcefulness, initiative, good judgment and tact are required;
- Physical condition commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Understanding and interpreting maps, aerial photography, survey data, and other source material used in map construction

These questions test for the ability to read, analyze, and perform computations based on cartographic drawings, site plans, survey notes, and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

2. Collection, analysis, and presentation of data, including basic statistics

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and present various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis for cartographic and land use planning studies.

3. Geographic Information Systems (GIS), including data conversion, plotting, database construction, interactive editing, and labeling

These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology, and proper procedures to use when creating, producing, and revising various types of maps and site plans using GIS and computerized mapping software.

4. Principles of data bases for PC's

These questions test for a basic background in the design and use of data bases on microcomputers. They cover such topics as data base terminology and concepts, analyzing a data base project, planning the data base, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850