

GIS (Geographic Information System) Specialist (Department of Public Works)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for the development, maintenance, and support of the Cattaraugus County Department of Public Works' Geographic Information System (GIS). The incumbent will work closely with the Department of Information Technology and Department of Real Property & GIS Services to resolve technical problems. No supervisory duties are expected. A GIS (Geographic Information System) Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Supports and maintains all DPW geospatial data and global positioning system (GPS) based applications;
- Conducts field work to verify and maintain accurate position data for all DPW infrastructure;
- Maintains DPW infrastructure databases and geospatial data layers;
- Uses mapping software and creates custom mapping products;
- Creates GIS related computer programs for special projects;
- Tests and debugs GIS related programs;
- Trains users in usage of GIS related programs;
- Integrates external data into presentations, data layers, and visuals;
- Documents internal logic of programs using flow charts, decision tables, and other means.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of GIS mapping and analytics software applications; thorough knowledge of office software programs including word processing, spreadsheets and databases; thorough knowledge of computer programming; ability to communicate effectively, both orally and in writing, complicated and technical information to a wide variety of audiences; ability to identify errors, problem solve, and offer solutions; ability to understand and interpret written instructions and directions; ability to develop and maintain excellent working relationships with internal and external stakeholders.

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, Information Systems Management, or a closely related field;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with at least an associate's degree including or supplemented by successful completion of twelve (12) credit hours in mechanical or engineering drawing or graphics; computer aided design or related field and two years of full-time experience in managing and supporting a GIS;

OR

- C. Four years of experience in managing and supporting a GIS.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/22/2022