

Department: Real Property  
Classification: Competitive  
Grade: 7 M/C Scale (Union)

Spec Disk: CC  
Document: 37

### **GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the planning, development and coordination of a Geographic Information System (GIS). An employee in this class uses GIS software to create, modify, analyze, and display geographic data in order to meet the spatial data needs of the county. The GIS Specialist serves as a liaison with user departments and management including, but not limited to towns within the county. General supervision is received from the Director of Real Property. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Designs and creates databases and map coverages for spatial analysis of data for county, town and village municipal department use;  
Prepares maps and data packages for government officials, department staff, and other agencies as required by Federal, State and Local Law;  
Coordinates with municipalities to address GIS needs and objectives;  
Works with local agencies in developing future GIS applications;  
Recommends policy and procedure for GIS expansion;  
Provides technical assistance and training for county, town and village personnel;  
Designs and produces specific technical studies, as directed;  
Works with county and municipal vendors to expedite data sharing for past, present, and future projects;  
Manages and maintains paper and digital records in compliance with government regulations and guidelines;  
Performs as GIS project manager;  
Administers, coordinates, implements, trains and supports Essex County's GIS(s) and related application;  
Works with IT to develop system standards and security;  
Works with IT to review and update hardware and software to make optimal use of technology developments and purchases hardware and software to develop and maintain the viability and effectiveness of the GIS;  
Works with IT to coordinate distribution of GIS software, licenses, maintenance and updates required.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the purposes, vocabulary and practices of GIS and their uses in community and regional planning; Thorough knowledge of the ESRI ArcGIS platform and related

software; Good knowledge of database management theory, application, design implementation and maintenance; Ability to stay current with developments in GIS technology and their potential applications; Ability to communicate and execute complex oral and written directives; Ability to prepare and present reports orally and in writing; Ability to work independently; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in GIS, Engineering, Environmental Science, Geography, Information Technology, Local Government, Statistics, Urban Studies & Planning, or closely related field and three (3) years of professional level work experience, or its part-time equivalent maintaining and modifying a GIS in a planning environment OR;
- B. Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in Computer Aided Drafting, Computer Information Systems, Engineering Science, Environmental Science, GIS or closely related field and six (6) years of professional level work experience, or its part-time equivalent maintaining and modifying a GIS in a planning environment.