GIS (GEOGRAPHIC INFORMATION SYSTEM) TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the use of GIS analysis and GIS peripherals for the data creation and map production in connection with municipal planning. Duties are performed under the direct supervision of the GIS Coordinator and other administrative personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Digitizes geographic features from maps; Converts existing digital maps; Edits coverages and creates topology; Links relational databases to coverage features; Checks work for errors; Keeps existing coverages current with updates from data source; Produces map presentations of GIS analysis for staff and others as needed; Conducts basic GIS analysis such as queries, overlay of buffers and site identifications; Maintains accurate systematic records of data production, procedures and location of archived data; Reports on data development; Updates and maintains department web page; Operates and maintains GIS peripherals such as plotters, printers, scanners and backup systems; Maintains records of supply consumption and stocks; Assists staff and others in the use of GIS software and peripherals; Verifies GIS data in the field or collects information as needed; Attends meetings as required; Performs a variety of office and clerical work in connection with the operation of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-TERISTICS: Good knowledge of the Geographic Information System and its use in conduction spatial analysis in support of planning activities; Good knowledge of the operation of computers and peripheral equipment; Good digitizing skills; Working knowledge of the purposes, principles, terminology and techniques employed in municipal planning; Working knowledge of databases, software programs, and web design; Working knowledge of the principles and practices of drafting and graphics as applied to assignments; Working knowledge of acceptable methods of data collection, analysis, and interpretation; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; Ability to work well with others; Ability to function under pressure, such as, time limitations or intense public interest; Ability to communicate effectively both orally and in writing; Initiative and resourcefulness; Good Judgment; Tact and Courtesy; Dependability; Integrity; Discretion; 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 which includes a minimum of 12 credit hours of GIS/CAD, computer technology or related field; OR
B. Graduation from a regionally accredited or New York State registered college with an associate's degree in computer aided drafting; computer technology or GIS/CAD with related computer training and one year of GIS/CAD experience; OR
C. Graduation from high school or possession of a high school equivalency diploma and three years of GIS/CAD (Geographic Information System/Computer Aided Drafting), application development and data base management, or related computer experience; OR
D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 10/7/97
Reviewed 9/26/00; 3/2/10
Revised 12/14/00; 8/29/01; 8/13/07; 5/14/18