Z:\Civil\JobSpecs\Supervising GIS Specialist

TITLE:	**SUPERVISING GIS SPECIALIST (Formerly Supervising Tax Map Technician)**
JURISDICTIONAL CLASS:	**COMPETITIVE**
CIVIL DIVISION:	**TAX AND ASSESSMENTS**
ADOPTION: CSM	**2/11/98**
REVISED: CSM	**2/10/10, 12/14/11, 5/8/19**

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving the planning, organization, and supervision of a technical and clerical staff in the provision of accurate and timely information and advice on real property administration, equalization and assessment to county, city, and town agencies and officials. Work is performed under the general supervision of the Director of Real Property Tax Services II in accordance with requirements of the NYS Real Property Tax Law. Supervision is exercised over all technical and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of technical and clerical employees in the County Office of Real Property Services;
Supervises and participates in the design and maintenance of websites for distribution of tax map and assessment information on the Internet;
Supervises and participates in the configuration and maintenance of website servers;
Supervises and participates in the conversion of data-set into formats necessary for distribution on the Internet;
Supervises and participates in the creation and maintenance of GIS mapping data including the design and maintenance of ESRI ArcGIS-server applications;
Supervises and participates in the plotting and mapping of changes in tax map property lines, from deeds, wills, court petitions, foreclosures, highway appropriations, surveys and subdivision maps filed in County Records Offices;
Supervises and participates in the maintenance of tax maps, records, and files;
Supervises and participates in the review of deed parcel descriptions to determine whether changes are necessary in tax maps and office records, including the searching of records and deeds to establish the basis for transfer of properties;
Assists the Director in developing department policies, procedures, and budgetary data;
Supervises and participates in the planning and utilization of a networked, county wide, Geographic Information System, and the linking of related data between various county departments;
Advises assessors in preparation and maintenance of real property assessment and inventory data, exemption applications, and other records necessary for administering the real property assessment process;
Assists in preparing annual and special reports as required by the County Legislature and State Office of Real Property Services;
Supervises and participates in providing information, products, and service to the public related to all aspects of the County Office of Real Property Services, including explaining and interpreting Real Property Tax rules and regulations to a variety of interested parties;
Supervises and participates in resolving complex parcel boundary anomalies and corresponding data with local assessors, attorneys, and real estate professionals;
Assists and directs research on parcels to be sold as acquired by county tax sale and the preparation of preliminary parcel deed descriptions required for conveyances of county owned real estate;
Consults and cooperates with E-911 officials in confirming and designating road names and addresses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of deeds, maps, and related real property descriptions and records;
Thorough knowledge of modern principals, practices, and theory of real property valuation and assessment;
Good knowledge of computer technologies related to office data access and management, geographic information systems, digital mapping, and data network systems;
Good knowledge of office and staff management, practices, and techniques;
Good knowledge of electronic data processing;
Good knowledge of real property tax laws and administrative determinations governing valuation of real property.
Ability to plan and organize the work of others;
Ability to communicate effectively, orally, and in writing concerning information of a technical nature;
Ability to establish and maintain effective working relationships with assessors, municipal and county officials, real estate professional, and the public.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited New York State registered college with a Master's degree in Planning, GIS, Engineering, or a closely related field, AND 1 year of experience in using computer-aided drafting software which included mapping or laying out property lines AND at least 2 years of experience in a supervisory capacity; OR

(B) Graduation from a regionally accredited New York State registered 4-year college with a Bachelor's degree in GIS, Engineering ,or a closely related field, AND 2 years of experience in using computer-aided drafting software which included mapping or laying out property lines, at least 2 years of which must have been in a supervisory capacity; OR

(C) Graduation from a regionally accredited or New York State registered 4-year college with a Bachelor's degree including or supplemented by 15 credit hours in GIS, Computer Mapping, computer-aided drafting software, Planning courses which involved using mapping and ArcGIS software, or closely related courses*****, AND 3 years of experience in using computer-aided drafting software which included mapping or laying out property lines, at least 2 years of which must have been in a supervisory capacity; OR

(D) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's degree in GIS, Architectural Technology, Engineering, Surveying, or closely related field, including or supplemented by 15 credit hours in GIS, Computer Mapping, computer-aided drafting software, Planning courses which involved using mapping and ArcGIS software, or closely related courses*****, AND 4 years of experience in using computer-aided drafting software which included mapping or laying out property lines, at least 2 years of which must have been in a supervisory capacity; OR

(E) Graduation from high school or possession of a high school equivalency diploma AND 15 credit hours in GIS, Computer Mapping, CAD, Planning courses which involved using mapping and ArcGIS software, or closely related courses from a regionally accredited or New York State registered college*****, AND 5 years of experience in using computer-aided drafting software which included mapping or laying out property lines, at least 2 years of which must have been in a supervisory capacity; OR

(F) An equivalent combination of training and experience as defined by the limits of A, B, C, D, E above.

***Note**
3 years of experience in utilizing digital mapping software can be substituted for 15 credit hours.