



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SENIOR PLANNER/ GIS ANALYST**
Jurisdictional Class: Competitive
Civil Division: Planning Board
Adoption: CSM 11/26/19
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

In the functional area of Planning, the individual will perform data analysis and interpretation of planning projects in the field of municipal, regional, community planning and environmental management, such as census and geographic information. Prepares implementation plans for approved projects through such methods as seeking, securing and managing grants and drafting land use regulations. Participates in meetings with and works with local officials and citizen groups on community planning issues. Participates in special projects and planning efforts relating to environmental issues. Prepares and conducts complex environmental and geographic information systems ("GIS") analyses for significant County projects. Prepares reports, documents technical, administrative and informational activities, participates in or may have a lead role in presentations made to public officials, technical committees and other general public to provide and elicit information. In the closely related functional area of GIS Analysis, the individual will assist in the preparation of a variety of graphic materials such as thematic maps, statistical data, plans, charts, records and reports, including the preparation of maps and materials in support of projects related to industrial development, natural resources, comprehensive planning, physical and natural features, land use, agriculture, community facilities, infrastructure, emergency services, public health and tax parcel data. The individual will also perform data entry of geographic-related material and maintain the inventory of digital map files, digital base coverage information, associated database attribute files and GIS program files. The individual will work interactively with planning department personnel and other agency personnel in development and implementation of the County-wide Geographic Information System and work with the same to facilitate data transfer, reliability and availability. The individual will oversee the daily activities of any Planning Department GIS technicians, specialists or interns working on GIS-related projects on behalf of the County. Assists in coordinating the County's GIS computer system with County departments, local governments, public utilities and private business.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in studies involving research, investigation, and analysis of sociological, economic and environmental factors related to community, municipal, county, or regional planning;
Performs data entry of geographic related material and maintains inventory of digital map files, digital base coverage information, associated database attribute files, and GIS program files;
Collects and analyzes data by different geographic areas;
Prepares reports, technical documents, administrative, and informational activities, participates in presentations made to public officials, technical committees and other general public to provide and elicit information;
Responds to requests and provides information directly regarding the County's GIS and /or Geodetic Reference System;

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TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Assists in the operation of the County's GIS including programming, database management, base map creation and maintenance, map production, and application development;
Helps to prepare charts, drafts, and other illustrative materials;
Provides research information to other County personnel and the public via the Internet and/or other forms of telecommunication;
Researches, establishes and reviews various systems by which individual knowledge and expertise can be captured, maintained, organized, and queried by other County personnel;
Prepares and conducts complex environmental and geographic information systems ("GIS") analyses for significant County projects;
Performs data entry of geographic-related material and maintain the inventory of digital map files, digital base coverage information, associated database attribute files and GIS program files;
Works interactively with planning department personnel and other agency personnel in development and implementation of the County-wide Geographic Information System and works with the same to facilitate data transfer, reliability and availability;
Assists in the preparation of watershed and water resource management and protection plans and preparation of highway and commercial corridor plans;
Prepares implementation plans for approved projects through such methods as seeking grants and municipal coordination of key stakeholders and personnel;
Assists in the preparation of community comprehensive plans and new or amended zoning and land use regulations;
Oversees the daily activities of any Planning Department GIS technicians, specialists or interns working on GIS-related projects on behalf of the County;
Responds to requests and provides information directly regarding the land use and zoning regulations and county planning and development resources;
Assists in coordinating the County's GIS computer system with County departments, local governments, public utilities and private business;
Attends and occasionally represents the agency at conferences for governmental agencies;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the purposes, principals, terminology, and practices employed in community, municipal, county, regional and environmental resource planning;
Knowledge of the sociological, economic, environmental, land use and research facts and current trends applied to problems involved in community planning;
Working knowledge of the principles and practices of computer mapping (GIS) and graphic visual methods as applied to community and environmental resource planning;
Basic knowledge of current accepted methods for data collection analysis and interpretation of statistical data;
Working knowledge of data base management;
Working knowledge of basic research methods and techniques;
Working knowledge of municipal economic development strategies;
Working knowledge of contemporary telecommunications issues;
Working knowledge of municipal grants, grant administration and CDBG regulations;
Working knowledge of GPS and applications to municipal planning;
Ability to understand complex oral and written directions;
Ability to get along well with others;
Ability to communicate and deal effectively with others;
Initiative and resourcefulness;
Tact;
Good judgment.

MINIMUM QUALIFICATIONS:

- (A) Master's Degree in Geography, Municipal, Community, Urban or Regional Planning, Engineering, Environmental Science, Landscape Architecture, Environmental Studies, Geographic Information Systems (GIS), Computer Science, PLUS minimum of one (1) year of experience in a planning or engineering field working with data information and analysis, which shall have involved working with Geographic Information Systems and demographic analysis, or related field; OR
- (B) Bachelor's Degree in Planning, Architecture, Landscape Architecture, or Environmental Resource Planning, PLUS minimum two (2) years of experience in community planning, regional planning or engineering field working with data information and analysis, which shall have involved working with Geographic Information Systems and demographic analysis, or related field; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.