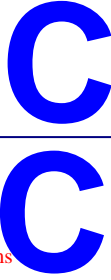




**CAYUGA  
COUNTY**



*An Equal Opportunity - Affirmative Action Employer*

# CIVIL SERVICE COMMISSION

F:\Civil\Jobsp\Associate  
Geographic Information Systems  
Analyst

<b>TITLE:</b>	<b>ASSOCIATE GEOGRAPHIC INFORMATION SYSTEMS ANALYST</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>PLANNING BOARD</b>
<b>ADOPTION: CSM</b>	<b>4/12/00</b>
<b>REVISED: CSM</b>	<b>4/12/06; 12/12/07</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision, an incumbent of this class is responsible for supervising and participating in the overall technical programming and systems development of the County's Geographic Information System (GIS). Responsibilities involve supervising and coordinating professional and technical staff in GIS database development, programming, quality control and assurance and data security. The incumbent interfaces with departments on a County-wide basis to provide technical assistance to users connected to the GIS database. An incumbent in this position exercises a considerable amount of independent judgment and works in conjunction with the Director of Planning. Supervision is exercised over a small number of professional, technical and clerical personnel. Does related work as required.

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

- Defines project goals, plans, procedures, and work schedules by supervising and participating in the review and identification of County-wide GIS data integration needs;
- Supervises data input and GIS programming language as related to departmental oriented and/or central GIS applications;
- Provides technical support to County departments in the development of GIS applications customized to meet their operational needs;
- Works with Information Technology staff to integrate GIS data with other County information systems;
- Acts as the primary liaison in matters of Geographic Information Systems for the Planning Board to other County departments, vendors, professional organizations as well as local, state and federal agencies;
- Assists in the procurement of GIS software and hardware by providing recommendations and keeping abreast of trends in GIS and related technologies;
- Discusses issues or problems with GIS vendors as necessary;
- Prepares detailed reports and makes recommendations on the availability and requisition of new geographic data bases and software;
- Assists administrative and technical staff in the department on technical reporting and budget preparation with regard to GIS;
- Coordinates environmental review on various County projects;
- Prepares grant applications to acquire funding for various environmental and planning related projects;
- Prepares maps for public information and is available to the public on questions relating to the department's map collection and the capabilities of its GIS;
- Attends conferences, seminars and meetings as assigned.

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

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional or community planning;  
Thorough knowledge of GIS applications for planning projects;  
Thorough knowledge of the principles and techniques associated with Geographic Information Systems Technology;  
Good knowledge of related automated mapping systems (including Computer Aided Drafting Design) as applicable to county, municipal and regional planning;  
Ability to use Global Positioning System (GPS) hardware and software to acquire GIS data;  
Ability to plan work schedules for the research, evaluation and implementation of project initiatives;  
Ability to formulate and develop concepts and initiatives for projects;  
Ability to prepare, coordinate and direct the preparation of graphic materials, map compositions and technical reports;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS: EITHER:**

Possession of a high school or equivalency diploma AND either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in geography, municipal, community or regional planning, engineering, environmental science, environmental studies, geographic information systems, computer science, or related field, plus 2 years of experience in a planning or engineering field working with data and information analysis, 1 year of which shall have involved working with geographic information systems and demographic analysis, or related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in geography, municipal, community or regional planning, engineering, environmental science, environmental studies, geographic information systems, computer science, or related field, plus 3 years of experience as described in (a) above, 2 years of which shall have involved working with geographic information systems and demographic analysis, or related field; OR
- (C) Graduation from a regionally accredited or New York State Registered college or university with an Associate's Degree in geography, municipal, community or regional planning, engineering technology, environmental science, environmental studies, geographic information systems, computer science, or related field, plus 5 years of experience as described in (a) above, 3 years of which shall have involved working with geographic information systems and demographic analysis, or related field; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.