

G.I.S. SPECIALIST (REAL PROPERTY)

DISTINGUISHING FEATURES OF THE CLASS:

This position oversees and develops tax maps for the Office of Real Property using the Geographic Information System. This person serves as a resource on the GIS system and trains other staff in the use of the system. Responsibilities involve planning, coordination and problem solving for major projects involving GIS such as the conversion of existing tax maps into the GIS system, the linking of the tax map database for the E-911 numbering project, and the development and maintenance of maps for the NYC - DEC Watershed. This position involves working with representatives from other departments and outside agencies to coordinate interagency GIS needs and development. This position differs from Tax Map Technician because of knowledge required in GIS and the responsibility for implementing GIS and resolving problems with the existing system during the integration progress. In addition, this position must work with the administrative and professional staff to develop policies and procedures based on an understanding of the technical capabilities and limitations of the system. General direction is received from higher level administrative staff. This position trains other employees and advises on technical aspects of their work.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level mapping titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops system for the integration of current maps and map revision procedures into GIS;
2. Resolves problems found on scanned maps by researching current maps, deeds, etc; determines property and boundary lines and other mapping issues;
3. Coordinates GIS development with other County departments who will be utilizing maps for base line information to accommodate projected needs;
4. Assists outside agencies, such as NYC-DEC Watershed and E-911 renumbering consulting firm to address problems found with mapping data;
5. Develops training programs and assists staff in the use of GIS system;
6. Provides technical support and assistance to user departments in the development of GIS applications;
7. Serves on Steering Committees and as team member for special projects to plan overall development of GIS mapping program, advise on hardware and software requirements, etc;
8. Maintains and programs in-house computer mapping;
9. Researches deeds and records to resolve mapping problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer-assisted mapping, with emphasis on geographic information system applications to develop in-house mapping procedures and system for integration of existing tax maps into computerized GIS maps;

Knowledge of techniques of computer-assisted mapping such as digitizing, plotting, data base construction, interactive editing and labeling in order to develop and maintain in-house system and train other users;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of computer-assisted software such as ArcInfo, ArcView in a UNIX environment, in order to develop and maintain mapping database;

Knowledge of basic engineering software such as Autocad, in order to work with users to resolve mapping problems;

Knowledge of deeds and other property records in order to understand and resolve mapping problems, especially in regard to computer integration;

Skill in computer-assisted mapping for the development and maintenance of mapping database which will be used by a variety of users for many purposes;

Ability to manipulate computerized mapping database for the needs of a variety of users to portray geographic linked data in a variety of formats;

Ability to learn, utilize and train others in a variety of software packages and network systems for database management;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either: (A) A Bachelor's degree in Geographic Information Systems, Geography or a related natural science and two years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including Geographic Information Systems;
- Or: (B) An Associate's degree in Geographic Information Systems, Geography or a related natural science and four years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including Geographic Information Systems;
- Or: (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

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ADOPTED: 01/01/98