

G.I.S. PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position manages and conducts department specific GIS operations. An incumbent of this class is responsible for the complete development of specific GIS applications and coordinates GIS user needs for data, software, hardware applications, training and procedures. The incumbent is responsible for staff coordination in database development, programming, quality control and assurance protocols, data security and protection, and development of user interfaces. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages and develops GIS applications and databases; evaluates potential tasks and activities for GIS applications; ensures that department products, e.g. maps, data, reports and tables, meet applicable County standards;
2. Supports all aspects of GIS operations; coordinates/implements staff training, provides technical services to staff, makes recommendations for staff training on GIS related software;
3. Recommends the purchase of GIS related hardware and software for the annual budget process; develops equipment specs by working with other departments to ensure the compatibility of equipment;
4. Manages, oversees and coordinates department specific GIS projects and tasks; assists department users to complete assigned GIS tasks and products;
5. Establishes departmental GIS procedures and protocol in conjunction with OCIS; recommends standards for applications and programs;
6. Represents the departments on GIS technical committees and user groups; acts as liaison with local, regional, state and national GIS efforts and programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the general principles and techniques of Geographic Information Systems (GIS) as applicable to county departments to develop applications;

Knowledge of computer mapping applications;

Ability to supervise and direct GIS database development and application efforts;

Ability to interpret statistical data on physical, economic and social phenomena as it effects the population of the county;

Ability to reason logically, both inductively and deductively;

Ability to express oneself effectively, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the duties of the position.

G.I.S. PROJECT COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) A Master's degree in Planning, Environmental Studies, Geography, Information Systems, or a related field and two (2) years of technical work experience in GIS applications;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Planning, Environmental Studies, Geography, Information Systems, or a related field and four (4) years of technical work experience in GIS applications;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Planning, Environmental Studies, Geography, Information Systems, or a related field and six (6) years of technical work experience in GIS applications;
- OR: (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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ADOPTED: 01/01/01

REVISED: 08/17/18