

GIS COUNTY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level technical and managerial position responsible for coordinating County-wide Geographic Information System (GIS) development, implementation, and coordination. The incumbent works closely with OCIS staff and the staff of other departments and outside agencies to develop a comprehensive, fully integrated and interactive County GIS application network. Work is performed under the general direction of a higher level administrative employee, with considerable leeway in recommending GIS development goals. Supervision is exercised over subordinates.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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. Develops long term strategies and standards for County GIS applications;
2. Acts as Chair for the GIS Workgroup, setting direction and overseeing periodic meetings and functional organization;
3. Researches, evaluates and recommends all GIS related hardware, software and protocols;
3. Coordinates GIS development in various departments and outside agencies with departmental staff and IT facilities;
4. Manages departmental GIS staff in the design, development, maintenance and modification of GIS system architecture;
5. Works with a wide range of departments and agencies to design, develop and manage GIS applications to support enterprise wide GIS;
6. Coordinates GIS-related systems with other county applications;
7. Oversees the installation and maintenance of various GIS software application on servers and desktops;
8. Manages all GIS vendor related contracts and licenses for the county, interacting with respective departments as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of GIS system design, analysis and management sufficient to independently oversee the design, development, implementation and modification of fully integrated, county-wide GIS applications;

Knowledge of Dutchess County assets and entities sufficient to integrate or anticipate the future integration of all possible data sets to help the County's GIS to reach efficient maximum development potential;

Ability to identify, analyze, research and develop and implement solutions for complex problems;

Ability to exercise independent initiative and good judgment;

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

Ability to establish and maintain effective working relationships with staff, county employees, representatives of outside agencies and vendors;
Ability to efficiently manage a number of projects simultaneously;
Ability to coordinate projects with the work of other departments;
Ability to supervise and evaluate the work of others;
Ability to keep current with technological developments in the field of computer data management systems and the field of GIS;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Information Systems or a closely related field and six (6) years of recent* full-time work experience in GIS systems network design, implementation and support in a LAN/WAN setting;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Information Systems or a closely related field and eight (8) years of recent* full-time work experience in GIS systems network design, implementation and support in a LAN/WAN setting;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above

*Recent work experience is defined as work occurring within the ten (10) years immediately prior to the date of application.

Part-time work experience is not acceptable.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment and to maintain position.

ADOPTED: 01/01/2013