

## **PROJECT LEADER (GIS)**

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

This is an important supervisory position responsible for planning and directing major components of a computer center's applications programming function. Assignments range from overall responsibility for major developmental efforts to the responsibility for all maintenance programming. The class differs from that of Systems Analyst in that an incumbent has control of application areas which may consist of several projects, whereas the Systems Analyst is normally responsible for the technical development of one project. This position is different from a general Project Leader in that it specializes in the development, management and maintenance of the Geographical Information System (GIS). Work is performed under general direction of a higher level management employee. 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. Coordinates all GIS resources and activities within the county by actively participating in GIS committee meetings, acting as an advisor to all municipalities, and by communicating with department heads, county leadership, and the general public;
2. Develops and justifies investment in and budget for all GIS related equipment and expenses;
3. Researches, evaluates and recommends all GIS equipment and resources;
4. Manages GIS related hardware and software including overseeing the installation and upgrade of equipment, system testing and service, and contract administration;
5. Oversees the development of GIS related applications including general development procedures, establishing priorities and allocating resources, establishing protocol, and ensuring proper documentation;
6. Manages the development of a training program for GIS related technology and applications.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of GIS system design, analysis and management sufficient to independently oversee the development and integration of a system and a wide variety of applications;

Knowledge of GIS and related programming languages and techniques sufficient to oversee and evaluate the work of subordinates;

Knowledge of the current principles, practices, methods, capabilities and techniques of high speed electronic data processing for both mainframes and networked microcomputers sufficient to lead in the design and linking of GIS applications within a complex system of platforms;

Ability to manage limited resources during system development;

Ability to coordinate projects with other work of the department;

Ability to supervise and evaluate the work of others;

Ability to prepare project plans and schedules;

Ability to establish effective working relationships with others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**PROJECT LEADER (GIS)** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree in computer science, Geographical Information Systems (GIS), geography, urban planning, or a closely related field and four (4) years of work experience as a programmer/analyst or systems analyst, which included:
1. Two (2) years at a project management level, and;
  2. Two (2) years primarily using current web and GIS based programming languages in a client/server environment;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, GIS, geography, or a closely related field and AND five (5) years of experience as described in (A) above, including the two (2) years each of items 1. and 2.;
- OR:            (C)     An equivalent combination of education and experience within the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

An appointing authority may require the possession of a New York State Driver License at time of appointment.

ADOPTED:     01/01/00  
REVISED:     03/01/00       06/08/15