JUNIOR PROGRAMMER / ANALYST (GIS)

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position for the Geographic Information System team, designed to take a candidate with a background in geography and mapping in a GIS setting and gradually teach them programming and system analysis skills and techniques. During the two year traineeship, the candidate also works directly with staff and user departments to design, develop and convert existing manual and stand-alone applications. Upon successful completion of the traineeship, the incumbent is promoted to the title of Programmer / Analyst (GIS), without further examination. Work is performed under the general supervision of a higher level GIS employee. Supervision of others is not a normal function of the position.

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.   Learns programming languages and system analysis techniques related to the integration of GIS components;
2.   Assists in metadata development and in maintaining metadata databases;
3.   Works directly with other departments to format data to produce a variety of cartographic products;
4.   Assists in developing training materials for county staff for the development and use of GIS technology;
5.   Responsible for GIS data integrity by assuring quality of information and standardization;
6.   Assists in developing related internet applications;
7.   Prepares user and computer operating instructions;
8.   Assists in developing and conducting training programs for GIS related system users;
9.   Keeps abreast of GIS technology, networking and platform dependent technical issues and applies to work as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of computer assisted mapping, including digitizing, plotting, database design, interactive editing and labeling, in order to develop, maintain and convert in-house systems;
Knowledge of Geographic Information System principles and applications sufficient to develop in-house mapping procedures, systems and reports for integration of existing geographical databases into an overall GIS system;
Ability to learn GIS programming languages and techniques sufficient to develop, modify and document a wide range of applications;
Ability to learn the principles and practices of systems analysis sufficient to independently develop small projects under the general supervision of others;
Ability to understand and follow complex oral and written instructions;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships
Ability to develop and carry out training programs for users of developed applications;
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 Geographical Information Systems (GIS), geography, urban planning, or a closely related field;
OR:	(B)	Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in GIS, geography, or a closely related field AND two (2) years of paid related experience, at least one (1) of which was primarily in GIS or programming ;
OR:	(C)	An equivalent combination of education and experience between 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: 01/02/01   06/08/15