



## DUTCHESS COUNTY CLASS SPECIFICATION

## GIS SPECIALIST

DATE ADOPTED: 4/1/1996

LAST REVISION: 1/1/25

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

This position oversees specific departmental projects using the Geographic Information System. This person serves as a resource on the GIS system, utilizing specific GIS related knowledge for project related analysis, and communication of the results to project team members. Responsibilities involve planning, coordination and problem solving for departmental projects. This position involves working with representatives from other departments and outside agencies to coordinate interagency GIS needs and development. 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:**

The following is 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. Operates and customizes GIS system to complete specific project-related tasks;
2. Resolves problems found with data and source maps;
3. Develops methods and procedures for completion of aspects of departmental projects;
4. Maintains and programs mapping applications, databases and maps within departments;
5. Develops training programs and assists staff in the use of GIS system;
6. Provides technical support and assistance to users and the general public;
7. May produce final artwork for publications, posters, and public meetings;
8. Maintains and programs in-house computer mapping.

### **WHEN ASSIGNED TO THE DEPARTMENT EMERGENCY RESPONSE:**

9. Assigns addresses to new building construction and maintains 911 address database;
10. Works with municipal officials, and residents to resolve special situations regarding addressing;
11. Assists in the maintenance of the data in the computer aided dispatch (CAD) system.

### **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 project specific tasks;

Knowledge of techniques of computer-assisted mapping such as digitizing, plotting, data base construction, interactive editing and labeling;

Knowledge of computer-assisted software such as ArcPro, ArcMap in a Microsoft Windows environment, in order to develop and maintain mapping database;

Knowledge of various engineering and 3D visualization software such as AutoCad, in order to complete project specific tasks;

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



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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 and utilize 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 GIS, Geography, Environmental Studies, Information Systems, Urban Planning or a related degree and one (1) year of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including GIS;

OR: (B) A Bachelor's degree and two (2) 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 GIS;

OR: (C) An Associate's degree in GIS, Geography, Environmental Studies, Information Systems or a related degree and three (3) 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 GIS;

OR (D) An Associate's degree and four (4) 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 GIS;

OR: (E) An equivalent combination of training and experience as outlined in (A) through (D) above.

NOTE: One year of graduate study in the field of GIS, Geography, Environmental Studies, Information Systems, Urban Planning may be substituted for one year of work experience.

### SPECIAL REQUIREMENTS:

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to maintain position.

### COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/14		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category:	FLSA Code: OT Eligible	WC Code:	NYSLRS Job Code:
REVISION HISTORY: 1/1/2001, 1/1/2025			