

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Paraprofessional  
Revised: 04/25/11

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position requiring automated drafting skills (Computer Aided Drafting (CAD)) using AutoCAD software to generate, modify, revise or otherwise produce maps, layouts, site plans and other technical products. An employee in this class will also use Geographic Information System (GIS) software to support other GIS staff in maintaining, revising, or modifying GIS products. An employee in this class will need an understanding of engineering and architectural scales. Work is performed under the supervision of a GIS Analyst. Supervision over others is not a function of this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares technical products using AutoCAD and GIS software such as maps, site layouts, plans, charts in support of projects related to economic/industrial development, transportation, natural resources, comprehensive planning, physical and natural features, land use, agriculture, community facilities, infrastructure, emergency services, public health and tax parcel data;

Supports GIS function by creating simple maps and performing basic analysis of geographic information. Provides support to advanced technicians when needed;

Perform hardcopy to digital conversion of maps and mapping products.

Utilizes Microsoft Office (Word, Excel) products to assist in the development of technical Products;

Utilizes Microsoft Outlook for internal administrative communications;

Works independently on certain projects and develops them from “field to finish”;

Prepares large format prints and plots for office use, other county agencies, or for use as communications tools;

Assists in the preparation of electronic presentation materials;

Assists in the maintenance and monitoring of office automation equipment including printers and copiers;

May assist in the assembly and processing of departmental mailings;

Organizes, catalogues, and files hard copy historical map, photographic, and other technical products as required;

Inventories and maintains supplies of plotting consumables such as paper, ink cartridges, foam board, etc.;

May assist in the field collection of data, including field measurements, digital photography, and Global Positioning System (GPS) readings;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of AutoCAD software; working knowledge of computer operation; working knowledge of pen and ink drafting or cartography; working knowledge of GIS theory; ability to express oneself both orally and in writing; ability to develop effective working relationships and deal diplomatically with the public and work contacts; ability to exercise discretion and sound judgment; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited, New York State registered college or university with an Associate Degree in drafting, engineering technology, engineering science, computer science, surveying or a related field including or supplemented by six (6) credit hours in CAD or GIS; **OR**
- (B) Graduation from high school or possession of high school equivalency diploma **AND** two (2) years experience using CAD or GIS.

**EQUIVALENCY:** Completion of one (1) course in CAD or GIS may be substituted for six (6) months of experience. Proof of completion must be submitted with application.

**NOTE:** Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of an appropriate level, valid Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 08/30/01

Revised: 04/25/11