

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

## **GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for supervising and managing the planning, development, and coordination of a regional Geographic Information System (GIS). The GIS Coordinator serves as a liaison between county and regional agencies, management, outside vendors, and GIS staff. An employee in this class uses specialized software to create and/or modify an integrated mapping/database system. General Supervision is received from the Deputy Commissioner of Planning (or designee). Supervision is exercised over all other GIS positions. The incumbent performs related work as required

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

Provides professional and administrative supervision to the professional GIS staff including GIS Technician(s) I and II, GIS Analyst(s), and Senior GIS Analyst(s);  
Devises and develops new uses of GIS products and systems to satisfy evolving needs based on new data, data sources, new hardware capabilities, and new geo-spatial technology;  
Designs, directs and organizes the creation and modification of a GIS;  
Develops standards and methods for field collecting data for use in GIS products using Global Positioning System (GPS) equipment;  
Develops standards and methods for processing, manipulating and incorporating field collected GPS data in GIS products;  
Develops and maintains a work plan addressing user needs and projecting future system enhancements;  
Develops system standards and security;  
Coordinates GIS staff activities, access and priorities;  
Identifies the cause and resolves GIS staff problems;  
Recommends policies and procedures pertinent to GIS/GPS within the region;  
Directs vendor, contractor, or consultant activities;  
Creates oral, narrative and numerical reports to track system performance and recommend modifications;  
Supervises, trains, and evaluates subordinates in GIS/GPS operation & file Maintenance;  
Interacts with various departments and outside agencies involved in planning and development activities.  
Responsible for collecting, maintaining, backing up, distributing, and storing spatial data as appropriate.  
Prepares maps and other GIS products.  
Uses GPS technology to create spatial data when necessary.  
Responsible for acquiring, cataloging, filing and maintaining digital GIS maps.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of GIS database management theory, application, design, implementation and maintenance; thorough knowledge of GIS software products; thorough knowledge of GIS as a tool in reaching solutions to local government problems; thorough working knowledge of Microsoft Office Suite and similar products; thorough knowledge of technical mathematics and statistics; good ability to design a variety of GIS applications; ability to prepare and give technical reports both orally, in writing, and in multimedia format; ability to use and understand network operating systems and facilities, such as, TCP/IP and Novell client software; ability to maintain files and file structure in a networked PC environment; ability to plan, assign and supervise the work of others; firm understanding of GPS data collection, post processing techniques and theory; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment; ability to develop effective working relations and deal diplomatically with the public, subordinates, and other work contacts; ability to complete projects on time; 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 degree in, Urban Planning, Geography, Surveying Engineering, Mapping Science, Civil Engineering, Environmental Science, Geomatics or a closely related field including or supplemented by six (6) credit hours in GIS and three (3) credit hours in GPS **AND** five (5) years of experience using GIS software and analysis or manipulating spatially dependent information, two (2) years of which must have been as a supervisor;\* **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor degree in Geography, Urban Planning, Landscape Architecture, Environmental Studies, Data Processing or a closely related field **AND** six (6) years of experience using GIS software and analysis or manipulating spatially dependent information and GPS, two (2) years of which must have been as a supervisor;\* **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Associate degree in Geography, Urban Planning, Landscape Architecture, Environmental Studies, Data Processing or a closely related field **AND** eight (8) years of experience using GIS software and analysis or manipulating spatially dependent information and GPS, two (2) years of which must have been as a supervisor.\*

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (A) 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.

**\*SUPERVISOR:** Oversees the work of paraprofessional and/or professional staff; responsible for the assignment review of work, provides work instruction, evaluates work performance, maintains work standards, handles absenteeism and discipline and input on hiring and firing.

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