

Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 02/15/2023

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This is a higher-level technical position requiring the production of intermediate level Geographic Information System (GIS) products and documentation for planning efforts relating to county and regional projects. An employee in this class will use GIS software to generate, modify, revise, or otherwise produce maps, layouts, site plans and other technical products. The incumbent will also use GIS software to support other GIS staff in maintaining, revising, or modifying GIS products, some of it being more technically advanced. Work is performed under the supervision of a GIS Analyst. Supervision over others is not a function of this position. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares technical products using 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;

Creates maps and performs analysis of geographic information, including maps for other county and non-county agencies;

Special projects are completed using Global Positioning System (GPS) or other methods of field verification. Field data is post-processed as needed;

Retrieves available GIS data from the Web and from other sources;

Provides some research into the uses, applications, and innovations in GIS from a variety of industry sources and user groups and works with the GIS Coordinator to implement improvements to achieve greater utility and/or efficiency;

Documents products and files developed through constant support, update, and review of the metadata system;

Provides support to advanced technicians when needed as well as aids GIS Technician I as necessary;

Perform hardcopy to digital conversion of maps and mapping products;

Supports, develops and maintains spatial database ;

Utilizes Microsoft Office (Word, Excel, Access, and Power Point) 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 with the installation of GIS/GPS software installations and hardware upgrades relating to GIS functions;

Provides technical assistance to other non-expert GIS users within county and regional programs;

Prepares electronic presentation materials as needed;

Occasional overtime work may be required;

Organizes, catalogues, and files hard copy of GIS products as required;

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TYPICAL WORK ACTIVITIES (Continued):

Assists GIS Technician I with inventories and maintenance of supplies of plotting consumables such as paper, ink cartridges, foam board, etc.;

May field collect data, including field measurements, digital photography, and GPS readings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of GIS software (ArcView); good knowledge in the operation of computers; good knowledge of cartography; good knowledge of GIS theory; working knowledge in database/spreadsheet manipulation; working knowledge in the use of AutoCAD software; working knowledge of Global Positioning System (GPS) theory; ability to express oneself clearly and concisely 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.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of 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 of GIS and one (1) credit hour in GPS; **OR**
- (B) Possession of Bachelor degree in Geography, Urban Planning, Landscape Architecture, Environmental Studies, Data Processing or a closely related field **AND** one (1) year of experience using GIS software and analysis or manipulating spatially dependent information and GPS; **OR**
- (C) Possession of Associate degree in Geography, Urban Planning, Landscape Architecture, Environmental Studies, Data Processing, or a closely related field **AND** three (3) years of experience using GIS software and analysis or manipulating spatially dependent information and GPS; **OR**
- (D) Graduation from high school or possession of high school equivalency diploma **AND** four (4) years of paraprofessional or professional level work experience using GIS software and analysis or manipulating spatially dependent information, and GPS, two (2) years of which must have been in a professional level capacity involving the use of full-featured GIS software capable of creating and modifying GIS data.

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

NOTES:

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 08/30/2001
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