

## GIS (GEOGRAPHIC INFORMATION SYSTEMS) PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Work involves acting as technical specialist with responsibility for working with professional staff in information technology and other fields in the coordination of geographic information systems (GIS), as well as traditional cartographic functions and related graphic work (computer and non-computer based), in the administration of a county-wide geographic information system. This position differs from the GIS Assistant in that, as a GIS Program Specialist, the incumbent is responsible for the planning and development of projects requiring the interpretation and application of GIS using various information sources and for maintaining effective communications between county departments, users and vendors involved in GIS. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is provided to subordinate agency staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as liaison among Department of Information Technology, Putnam County Executive Office, Putnam County Bureau of Emergency Services and Office of Emergency Management, Putnam County Sheriff's Department and municipal, State and Federal agencies for coordination/fulfillment of digital data requirements;

Coordinates, produces, maintains and backs up digital mapping data for the County 9-1-1 Emergency Response System, including integration of Global Positioning Systems data and consultation with 9-1-1-system hardware/software vendors;

Converts, manipulates and distributes digital data in response to information requests from local municipalities and State and Federal agencies, as well as private industry and individuals;

Assists County agency staffs, under supervision of the Director of Information Technology, in project development and fulfillment through integration of GIS data into the projects;

Researches and makes recommendation of GIS hardware and software to the Director of Information Technology, including peripherals, appropriate GIS software licensing and other system updating and documentation;

Consults and makes recommendations on appropriate use of mapping and graphics applications, including design, layout and production;

Attends conferences, meetings and seminars as required;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operations, principles and practices of a Geographic Information System and the methods of application; good knowledge of cartography, map projection and

coordinate systems, graphics hardware and software and related peripherals; good knowledge of the technical aspects involved in Geographic Information Systems mapping, traditional mapping, desktop publishing and graphics applications, including ESRI's ArcView software; working knowledge of the principles and applications of Global Positioning Systems, remote sensing and aerial orthoimagery; working knowledge of systems analysis; ability to use automated systems; ability to gather and analyze data and draw logical conclusions; ability to establish and maintain effective relationships with departmental staff, management, outside vendors and service agencies; ability to define program needs to superiors; ability to present recommendations, both orally and in writing; ability to guide and instruct others; thoroughness, initiative, tact, good judgment.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in Computer Graphics and Design, Visual/Graphic Arts, Planning, Geography, Computer Science or related fields and two (2) years of experience in Geographic Information Systems (including ArcView software), computer graphics and/or design work, including Global Positioning Systems and map projection and coordinate systems or four (4) years of experience in traditional mapping, two (2) years of which must have included the use of Geographic Information Systems (including ArcView software), Global Positioning Systems, map projection and coordinate systems, and graphic systems involving database and mapping/publishing software; or
- b) Associate's degree in the fields indicated in (a) and four (4) years of experience in Geographic Information Systems work (with certified training in ArcView), geography, computer graphics and/or design work, and or six (6) years of experience in traditional mapping, four (4) of which must have included the use of Geographic Information Systems (with certified training in ArcView) Global Positioning Systems, map projection and coordinate systems, and graphic systems involving database and mapping/publishing software; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience. However, candidates must have at least two (2) years of experience which included the use of Geographic Information Systems, Global Positioning Systems, map projection and coordinate systems, and graphic systems involving database and mapping/publishing software.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.