

## GEOGRAPHIC INFORMATION SYSTEM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is moderately complex computer work involving responsibility for assisting in the system administration of the county-wide geographic information system. Duties include serving as a Geographic Information System liaison between the Planning Department and County Real Property Tax Services Agency with regard to the County E911 system. Work is performed in accordance with established policies and under the general supervision of the Planning Director. Supervision may be provided over the work of subordinate agency staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in coordination, production and revision of digital maps for Enhanced 911 emergency response projects;

Assists in the Digitizing of supplemental database related information, where necessary, to contribute additional geographic features and layers of data to the multi-purpose database;

Assists in the design of database, tables, item definitions, coding schemes, tracking and quality control procedures;

Assists in the design and maintenance of library files;

Assists in tabular source data analysis and evaluation;

Acts as coordinator for geographic information system hardware and software requirements within the department;

Manages coordination, production and revision of all digital maps and builds geographic information system capability for department;

Responsible for conversion of spacial data, digitizing and editing coverages for database management;

Performs other staff support services 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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTIC: Good knowledge of the operations, principles and practices of a Geographic Information System and methods of application; working knowledge of cartographic principles and practices and its relationship to geographic information, system hardware and software; working knowledge of systems analysis; ability to communicate effectively, both orally and in writing; ability to establish an effective working relationship with others; tact; courtesy; integrity.

GEOGRAPHIC INFORMATION SYSTEM ASSISTANT (cont'd)

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in computer science, planning, geography, architecture, surveying, visual/graphic arts or related field;  
or
- b) Associate's degree in computer science, planning, geography, architecture, surveying, visual/graphic arts or related field, and two (2) years of experience working with computer graphics programs, computer assisted drafting or geographic information systems programs; or
- c) An equivalent combination of training and experience, as indicated in a) and b) above.

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.