

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical computer work involving responsibility for the system administration of the county-wide geographic information system. Duties also include serving as Geographic Information System liaison between the Real Property Tax Services Agency and local town assessors' offices and the New York State Office of Real Property Tax Services. Work is performed in accordance with established policies, under general supervision of the Director of Real Property Tax Services Agency. Supervision may on occasion be provided over the work of subordinate agency staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as geographic information system (GIS) hardware and software coordinator;

Digitizes all tax mapping revisions;

Digitizes supplemental real property related information, where necessary, to contribute additional layers of data to the multi-purpose real property information land database;

Sets up and maintains librarian files, new users' files and communication links to other computers;

Sets up and trains municipality staff and county department staff in the operation and daily use of ARC/VIEW, ARC/INFO and related software as well as furnishing them with updated coverages;

Develops and maintains geographic database and interprets output reports for the purpose of program and data analysis and accuracy of desired output;

Develops training materials and trains staff and other users in the Geographic Information System analysis retrieval techniques;

Creates special maps for other departments and customers;

Produces tapes and coverages for sale to customers;

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 CHARACTERISTICS: Good knowledge of the operation, principles and practices of geographic information systems and software, and methods of application; good knowledge of cartographic principles and practices relating to geographic information system hardware and software; good knowledge of systems analysis; ability to instruct others in the function and use of the geographic information systems; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in geography, planning, architecture, surveying, computer information sciences or related field; or

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN (cont'd)

- b) Associate's degree in geography, planning, architecture, surveying, computer information sciences or related field, and two (2) years of experience working with 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.