

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

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position requiring the production of advanced Geographic Information System (GIS) products that require special data or the creation of data to meet project specifications. Included in this work will be the careful documentation, spatial database development and maintenance relating to GIS 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. Work is performed under the general supervision of a Senior GIS Analyst. Supervision is exercised over the work of GIS Technicians and/or clerical staff. 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 advanced GIS projects, performs analysis of geographic information, including maps for other county and regional agencies, and creates and maintains spatial data;

Creates written materials including manuals, grant applications, proposals and any other documents that will be necessary for GIS development and training;

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 and generates data not readily available elsewhere;

Interacts with other county and regional agencies to provide GIS assistance and guidance. Groups include, but are not limited to industrial/economic development agencies, not-for-profit agencies, paid consultants, and other local government agencies;

Represents the regional GIS program on various GIS/GPS user groups, steering committees, and interest groups as directed by the GIS Coordinator;

Under the direction of the GIS Coordinator, provides substantial 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 efficiencies;

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

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TYPICAL WORK ACTIVITIES Cont.:

Supervises, trains, and evaluates the work performance of GIS Technician I and II;
Perform hardcopy to digital conversion of maps and mapping products;
Supports, develops and maintains spatial databases;
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 and regional agencies, or for use as communications tools;
Installs GIS/GPS software and hardware upgrades relating to GIS functions;
Provides technical assistance to non-expert GIS users within the Planning Department.
Prepares electronic presentation materials as needed;
Occasional overtime work may be required;
Organizes, catalogues, and files hard copy of GIS products as required;
Collect data, including field measurements, digital photography, and GPS readings;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge in the use of GIS software (ArcView); good knowledge in the use of AutoCAD software; good knowledge in the operation of a computer; good knowledge of computer networking and file sharing; good knowledge of computer programming; good knowledge of Global Positioning System (GPS) theory; good knowledge in manipulation of database/spreadsheet programs; working knowledge of cartography skills; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment; ability; 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 of GIS training and one (1) credit hour in GPS training **AND** one (1) year of experience using GIS software and analysis or manipulating spatially dependent information; **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** two (2) years of experience using GIS software and analysis or manipulating spatially dependent information and GPS data; **OR**

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MINIMUM QUALIFICATIONS Cont.: Either:

- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate degree in Civil Engineering, Geography, Landscape Architecture, Environmental Studies, Data Processing or a closely related field **AND** four (4) years of experience using GIS software and analysis or manipulating spatially dependent information and GPS data; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) 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.

NOTE: Verifiable part-time 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.