

ORANGE COUNTY CLASS SPECIFICATION

TITLE: GEOGRAPHIC INFORMATION SYSTEMS ANALYST **GRADE:** 14

TITLE ABBREVIATION: GIS ANALYST **TITLE NO.:** 6281

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER - DIV OF EMERGENCY COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for analyzing, creating and maintaining geographical information systems (GIS) to support various operations of the department. Responsibilities include utilizing and updating GIS databases in order to create geofiles and maps for the 911 computer-aided dispatch (CAD) system. The work involves the use of multiple GIS software programs in performing tasks. Work is performed under the general supervision of the Deputy Commissioner with latitude for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes, creates and maintains geographical information systems (GIS) and databases used to create and edit geofiles and maps for 911 computer-aided dispatch (CAD) system;

Recommends software and data formats to be used by department for GIS system;

Meets with fire, EMS and police personnel regarding district boundary issues and mutual aid plans for incorporation into GIS system;

Applies updates to CAD system by importing revised GIS data, including road data, centroids, boundaries, etc.;

Creates and distributes Master Street Address Guide (MSAG) to phone companies on a bi-monthly basis;

Prints maps from GIS systems as requested;

Provides trouble-shooting and support to department on GIS-related issues;

Completes special projects as needed, including but not limited to, wireless tower locations, etc.;

Acts as a liaison with General Services related to GIS projects or support;

Performs computer and network trouble-shooting as needed;

Attends training and conferences as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the general principles and techniques of geographic information systems as applicable to government; thorough knowledge of various GIS and database software programs as well as computer operating systems, hardware and equipment; good knowledge of departmental needs and services requiring the utilization of GIS programs; good knowledge of the methods of logical deduction; ability to analyze and integrate GIS systems and data with existing systems, including computer-aided dispatch equipment; ability to understand and interpret complex oral and written information; ability to establish and maintain effective working relationships with others; ability to present recommendations effectively both orally and in writing; initiative; accuracy; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, or higher, in Urban, Regional or Municipal Planning, Geography, Geographic Information Systems, Cartography or related field and one (1) year experience developing and maintaining geographical information systems; OR
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years experience as outlined in (A) above.