

ORANGE COUNTY CLASS SPECIFICATION

TITLE: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN **GRADE:** 12

TITLE ABBREVIATION: GIS TECHNICIAN **TITLE NO.:** 6274

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

DEPARTMENT: VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for performance of technical work related to geographical information systems including collecting and reviewing source data, updating and maintaining central GIS database, and assisting in the completion of various GIS mapping in support of County and municipal needs and services. The work involves the use of multiple GIS software programs in performing tasks. Work is performed under the general supervision of a higher-level official in accordance with established policies and procedures with latitude for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs GIS database development and basic programming functions associated with the central GIS database;

Provides GIS support to other County departments and local municipalities by extracting information from the database to produce maps and other materials denoting information such as bus routes, taxation tables, property boundaries, etc.;

Digitizes hard copy information such as maps and schematic sketches;

Prepares and performs demonstrations for local municipalities on the utilization of GIS technology;

Performs traditional cartographic and mapping functions as needed;

Gathers statistics, prepares reports and assists in providing GIS support for planning and feasibility studies and presentations;

Reviews with supervisor the priority and feasibility of assigned projects;

Attends meetings and conferences as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the general principles and techniques of Geographic Information Systems as applicable to County and municipal government; good knowledge of various GIS software programs as well as computer operating systems, hardware and equipment; working knowledge of needs and services of County departments and municipalities requiring the utilization of GIS programs; good knowledge of the methods of logical deduction; 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; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree, or higher, in Urban, Regional or Municipal Planning, Geography, Geographic Information Systems, Cartography or related field; OR
- (B) Completion of sixty (60) and two (2) years experience developing and maintaining geographical information systems.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 03/21/23 DC