GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating, planning and executing all GIS related activities assigned to the Ulster County Department of Information Services. The position is under the direct supervision of the Assistant Director of Information Services (Technical Support) and the general supervision of the Director of Information Services with leeway allowed for the exercise of independent judgment on the order of tasks and methods used. Supervision over the work of others is not normally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Technically plans and executes projects producing general purpose base maps and specialized thematic maps from design to coordinating reproduction;

Coordinates GIS development with County departments who will be utilizing maps for base line information to accommodate projected needs;

Provides technical support and assistance to user departments in the development of GIS applications;

Develops training programs and assists staff in the use of GIS system;

Identifies data sources for the GIS project and transforms the data into a compatible format for the project, correcting errors and compiling into a usable database while maintaining a description of the data source/ pedigree;

Collects and assembles data from other County, State and local agencies concerning the development of digital data which can be integrated into the central County GIS database;

Creates cooperative agreements with other agencies for data acquisition and data sharing;

Sets goals for the GIS program and develops plans to reach those goals;

Reviews priority and feasibility of assigned projects with supervisor and completes said projects within a reasonable time;

Works to generate funding for the GIS project through grant writing or agreements with other agencies;

Prepares and maintains a variety of complex written records and reports;

Prepares and performs demonstrations for local municipalities on the strengths and uses of GIS;

Serves on Steering Committees and as team member for special projects to plan overall development of GIS mapping program;

Attends meetings and conferences as assigned;

Assists in the backup, storage and monitoring of GIS software licenses and other appropriate system documentation;

Assists in the preparation of reports and memoranda on particular GIS and planning studies including statistical analysis, maps, graphs, tables, etc.;

Assists in the creation and maintenance of GIS databases;

Assists in developing department policies and procedures regarding the execution and prioritizing of GIS projects;

May perform miscellaneous office work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of GIS techniques including digitizing, plotting and GIS database construction; good knowledge of GIS software such as ESRI's ArcInfo and ArcView products; good knowledge of GIS terminology; working knowledge of training techniques; ability to collect and assemble data; ability to plan, execute and coordinate work activities; ability to understand and interpret oral and written directions; ability to prepare and maintain complex records and reports; ability to deal effectively with, and gain the cooperation of, others; ability to work independently; sound judgment; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Geographic Information Systems or a related field with a concentration in Geographic Information Systems; **OR**

B. Possession of a Bachelor's Degree in Geographic Information Systems or a related field with a concentration in Geographic Information Systems and one year of full-time paid, or its' part-time equivalent, experience working with computerized Geographic Information Systems; **OR**

C. Possession of an Associate's Degree in Geographic Information Systems or a related field with a concentration in Geographic Information Systems and two (2) years of full-time paid, or its' part-time equivalent, experience working with computerized Geographic Information Systems.