

## **GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data, and assisting with the development, maintenance and operation of a Geographic Information System (GIS). The incumbent designs and creates maps, converts hard copy maps into a digital format, and performs field work to visibly verify map data. This class differs from Geographic Information System Specialist in that a Geographic Information System Technician performs a more limited scope of duties, has less independence of action and does not have overall responsibility for a Geographic Information System. The work is performed under the general supervision of a department head or GIS Administrator with leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs, creates and/or updates a variety of maps;  
Converts hard copy maps to a digital format;  
Assists in the development of a GIS by linking database information to graphic elements and images;  
Meets with a GIS Specialist to discuss details and progress relative to the work performed;  
Meets with the GIS Database Programmer to discuss user needs and system requirements  
Performs field work to visibly verify the existence and/or location of municipal assets;  
Creates and maintains records and reports relative to the work performed;  
Performs general office duties and operate standard office equipment including photocopiers and fax machines;  
May assist with installing, testing, and configuring computer hardware, software and peripheral equipment.  
Serves as primary point of contact with members of the public for routine mapping and GIS requests.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and techniques relative to designing, creating and updating maps generated from digital and non-digital data;

Working knowledge of the practices and techniques related to developing, maintaining and operating a GIS;  
Working knowledge of the practices and techniques related to maintaining, testing and configuring computer hardware, software and peripheral equipment;  
Working knowledge of municipal departments;  
Skill in the use of map making equipment;  
Ability to organize and maintain accurate records and files;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Ability to operate a personal computer and utilize common office software programs;  
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 Associate's degree in civil engineering, geography, planning, computer sciences or closely related field, and two (2) years of experience designing, creating and updating maps based upon digital and non-digital data; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as indicated in (A); or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.

**NOTE:** Education beyond the Associate's degree in one of the accepted fields may be substituted for experience on a year for year basis.