

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:

Planning Department

Geographic Information System Coordinator

\$62,426 - \$74,141

DATED: July 30, 2024

LAST DAY FOR FILING: August 12, 2024

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the creation, maintenance, and management of a County-wide Geographic Information System (GIS) as well as a variety of office and field assignments in direct support/relations of GIS. The work is performed under the general supervision of the Planning Director and direct supervision of the Assistant Director of Planning. Supervision may be exercised over the work of clerical and other paraprofessional and/or non-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Database administration, management, and monitoring of updates to the County's GIS, including data conversions from a variety of different file formats and carries out related system analysis and programming;
- Consults with County staff using GIS to determine the scope of their needs, then designs and executes projects that best serve these needs;
- Coordinates with staff and vendors to resolve GIS application issues to ensure vendor agreements meet the needs of the county moving forward;
- Enhances, expands, and maintains the GIS of the County, including software and hardware acquisition; develops data production/naming standards and monitors compliance;
- Develops web mapping applications using HTML, CSS, JAVASCRIPT, Python, and ArcMap Model Builder;
- Recommends and implements GIS policies and procedures (for example-data collection)
- Sets goals for the GIS Program and develops plans to reach these goals;
- Coordinates GIS activities between the County and external agencies;
- Participates in a wide variety of special projects as they relate to GIS applications;
- Collects, interprets, and compiles data reports, studies, and projects;
- Conducts GIS trainings for County personnel;
- Prepares and maintains a variety of complex written records and reports;
- Assists in the development of public-facing 'dashboards' for data sharing efforts by various County departments;
- Integrates current and planned computer systems in conjunction with the IT Department;
- Provides support in the development of short and long-range plans;
- Follows applicable safety rules and regulations;
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge developing/managing an Enterprise-level GIS, thorough knowledge in GIS and the storage, management, querying, visualization and analysis of spatial data; good knowledge of acceptable methods of data collection, analysis, and interpretation; good knowledge of GIS presentation graphics, end use product printing, and electronic document management; good knowledge of CADD production techniques and integration with GIS; working knowledge in Python Scripting, HTML, JAVASCRIPT as related to ESRI line of products (ArcGIS Pro, ArcGIS Catalog, ArcGIS Server, SQL and ArcGIS Online); working knowledge in teaching/training new users of GIS (ESRI Products); skilled in the use of ESRI software products, in particular ArcGIS Pro, ArcGIS Server, ArcGIS Portal, and ArcGIS Online; ability to coordinate and oversee migration of spatial data; ability to maintain computer file system; ability to create custom tools for GIS users in various County departments; ability to test software upgrades and maintain spatial data and map related records in an efficient and logical manner; ability

to organize work, establish priorities, meet established deadlines, prepare detailed reports, and follow-up on assignments with minimum direction; ability to communicate clearly, and concisely both orally and in writing; good professional judgement; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Geographic Information Systems (GIS) or related field with a concentration in GIS and four (4) years of paid experience or its part-time equivalent managing a Geographic Information System or other computerized mapping and assessment system;
- or**
- (b) 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 in GIS or related field with a concentration in GIS and six (6) years of paid experience, or its part time equivalent managing a Geographic Information System or other computerized mapping and assessment system.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov