



PROVISIONAL VACANCY:

Senior GIS Analyst (Planning)

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

SALARY: \$61,461 - \$68,794 (2024 Compensation Plan, CSEA, Grade 23)

DEADLINE TO APPLY FOR VACANCY: Accepting applications until the position is filled.

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of "Senior GIS Analyst– Provisional Vacancy" listed under Current Vacancies.

MINIMUM QUALIFICATIONS:

Possession of a high school or equivalency diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in Geography, Municipal, Community or Regional Planning, Engineering, Environmental Science, Environmental Studies, Geographic Information Systems, Computer Science, or related field, plus one year of experience in a planning or engineering field working with data and information analysis, which shall have involved working with Geographic Information Systems and demographic analysis, or related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Geography, Municipal, Community or Regional Planning, Engineering, Environmental Science, Environmental Studies, Geographic Information Systems, Computer Science, or related field, plus two years of experience as described in (A) above, one year of which shall have involved working with Geographic Information Systems and demographic analysis, or related field; **OR**
- (C) Graduation from a regionally accredited or New York State Registered college or university with an associate's degree in Geography, Municipal, Community or Regional Planning, Engineering Technology, Environmental Science, Environmental Studies, Geographic Information Systems, Computer Science, or related field, plus four years of experience as described in (A) above, one year of which shall have involved working with Geographic Information Systems and demographic analysis, or related field; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent of this class prepares and develops geographic information system applications such as computer mapping, database development programming and support systems to use on the central GIS database. Incumbent is responsible for assignments relating to development and maintenance of the County Planning Department GIS Platform. Incumbents are expected to exercise independent judgment, as the position is responsible for acting in a lead capacity in the coordination and implementation of project initiatives. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of current methods for digital data handling;
Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
Good knowledge of current GIS software;
Good knowledge of current trends, problems and literature in the field;
Good knowledge of statistical analysis techniques and methods;
Good knowledge of data base management;
Good knowledge of physical and natural resource factors involved in development processes;
Ability to process data and develop logical output products graphically displaying statistical and geographical data;
Ability to understand complex written and oral instructions;
Ability to get along with others;
Ability to work independently and meet established deadlines;
Ability to use Global Positioning System (GPS) hardware and software to acquire GIS data;
Ability to exercise sound professional judgment in analyzing complex problems related to environmental issues or procedures;
Ability to understand and organize information and materials and prepare reports and correspondence related to technical environmental planning activities;
Ability to write effectively and deliver oral presentations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Using GIS software, assists in the preparation of a variety of graphic materials such as thematic maps, statistical data, plans, charts, records and reports, including the preparation of maps and materials in support of projects related to industrial development, natural resources, comprehensive planning, physical and natural features, land use, agriculture, community facilities, infrastructure, emergency services, public health and tax parcel data;
Performs data entry of geographic related material and maintains department inventory of digital map files, digital base coverage information, associated database attribute files and GIS program files;
Participates in special projects and planning efforts relating to environmental and economic development issues;
Prepares and conducts environmental analyses for significant County projects;
Operates the Planning Department GIS Platform including programming, data base management, base map creation and maintenance, map production and application development;
Develops, using GIS software, appropriate map production protocols, including metadata requirements, and supervises the preparation of various graphic materials prepared in support of any projects;
Works interactively with planning department personnel and other agency personnel in development and implementation of the County-wide Geographic Information System, works with the same to facilitate data transfer, reliability and availability, oversees the daily activities of any Planning staff or interns working on GIS related projects on behalf of the Planning Department;
Prepares reports, documents technical, administrative and informational activities, participates in or may have a lead role in presentations made to public officials, technical committees and other general public to provide and elicit information;
Prepares maps for public information, serves as contact person for the public on questions related to the Planning Department map library or GIS capability;
Assists in coordinating the County's GIS computer system with County departments, local governments, public utilities and private business;
Creates, maintains and updates computer data files as needed;
Collects and maintains information and prepares customized reports on population, housing, economic indicators, land use and other data;
Collects and analyzes data by different geographic areas.