DEPARTMENT: **INFORMATION TECHNOLOGY**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **FEBRUARY 19, 2015**

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is designed to introduce current undergraduate and/or graduate students to GIS work in the public sector and to provide the students with work experience that is relevant to their chosen career. The incumbent will assist the department by updating and verifying various county geospatial databases. The incumbent works under the direct supervision of the GIS Coordinator. The position will provide the opportunity to work on important countywide GIS assets, gain valuable hands-on experience working within county government, and to learn the principles of geodatabase design in a "real-world" setting. Does related work as required.

TYPICAL WORK ACTIVITIES:
1. Performs data validation using a multitude of sources, such as county parcel data;
2. Mines data and researches on-line to uncover potential datasets (geospatial or non-geospatial) and update existing county data (i.e. wetlands, land cover, addresses);
3. Interacts with various county departments such as the Sheriff's Office or Public Health to locate county resources;
4. Scans aerial images as required;
5. Collects GPS field data as required;
6. Routine office functions as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of GIS system design; working knowledge of modern GIS software, hardware, and systems; working knowledge of the concepts, practices and techniques related to developing, maintaining, and operating GIS systems; working knowledge of County departments; skill in the use of map making equipment; ability to perform close, detail work involving considerable visual effort and concentration; ability to operate a personal computer and utilize common office software programs; ability to communicate verbally and in writing; ability to understand and interpret complex oral and/or written instructions; ability to analyze and organize data; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** completion of six (6) semester hours of GIS coursework from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees.