DEPARTMENT: **NIAGARA COUNTY INFORMATION TECHNOLOGY**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **DECEMBER 17, 2021**

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The centralized Niagara County IT position is typically assigned to work to support the county's GIS technology and mapping systems. The work involves assessing the needs of the department, and working to develop and launch various data collection, data management and geographic mapping tools in an enterprise environment for implementation. The incumbent will also provide technical support by assisting with desktop GIS client installations, sharing GIS knowledge and providing training to department personnel. The incumbent will report directly to the Niagara County IT GIS Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:
1. Meets with colleagues to review and analyze existing business processes, as well as projects proposed for digitization;
2. Reviews and interprets legacy information records to determine appropriate method of conversion for use in an enterprise GIS database;
3. Creates feature layers and services to create web-enabled geographic data to be accessed from an in-house portal;
4. Develops appropriate GIS data models and schemas based on project needs;
5. Applies standards for data review to insure data quality and standards are met during conversion of legacy records, as well as for new data during field collection;
6. Creates or modifies GIS training documentation for end users;
7. Provides GIS tools, applications, and related training to end users;
8. Produces printed or digital maps for the County or other stakeholders that may include various in-house or public data sources such as aerial photography, parcel boundaries, soil types, etc.;
9. Monitors GIS applications and troubleshoots as necessary;
10. Determines opportunities for improvement, tests, obtains approval, and implements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge and experience using GIS desktop software; thorough knowledge and the use of Enterprise GIS software and GIS portals; thorough knowledge of computer-assisted mapping with emphasis on GIS applications to develop maps, charts, tables and graphs to illustrate geographic data; good knowledge of troubleshooting techniques; working knowledge of geographic data types, formats (i.e. vector, raster, blob), and format conversion techniques; working knowledge in geodatabase design; working knowledge and understanding of geoprocesses and how they can be applied to various business settings; a solid understanding of traditional mapping standards, map scale, coordinate systems and projections; the ability to complete all phases of project work including initiation, planning, implementation, monitoring/control, and closure; ability to make continuous improvements of completed projects as necessary; ability to work both independently; ability to learn new technologies, skills and concepts; excellent written and oral communication skills; self-motivation and continuous self-education; physical condition commensurate with the demands of the position.

OPEN-COMPETITIVE:
Graduation from a high school or possession of an equivalency diploma **AND** one of the following:

1. 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, geography, computer programming or closely related field **and** one (1) year of full-time paid experience which involved demonstrated responsibility for the design and development of Geodatabases and desktop mapping; **OR**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in computer programming, computer science, computer information services, or closely related field **and** three (3) years of full-time paid experience which involved demonstrated responsibility for the design and development of Geodatabases and desktop mapping.