

G.I.S. (GEOGRAPHIC INFORMATION SYSTEM) COORDINATOR REAL PROPERTY

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the creation and maintenance of a Geographic Information System database and performing a variety of office and field assignments in connection with tax mapping. Duties are performed under general supervision with leeway allowed for the exercise of independent decision making. Supervision may be exercised over the work of clerical and non-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Creates and maintains a county-wide G.I.S. database; Identifies data sources for the G.I.S. project; Collects data for the project; Transforms the data into a compatible format, correcting errors and compiling into a usable database while maintaining a description of the data source/pedigree; Continually updates existing data; Sets goals for the G.I.S. program and develops plans to reach these goals; Coordinates and works with other agencies to achieve project goals; Integrates G.I.S. into local projects; Prioritizes projects received and completes them within a reasonable time; Creates cooperative agreements with other agencies for data acquisition and data sharing; Works to generate funding for the G.I.S. project through grant writing or agreements with other agencies; Prepares and maintains a variety of complex written records and reports; Performs miscellaneous office work. Reviews deeds in order to map any survey descriptions, ensuring the most accurate parcel shape and location when overlaid with aerial photography. Address property owners' concerns in regard to parcel shape, size, location, R.O.W. or easements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Geographic Information System and its use in conducting spatial analysis in support of Real Property Tax activities; Good knowledge of the purposes, principles, terminology and techniques employed in tax mapping; Working knowledge of the principles and practices of drafting and graphics; Working knowledge of acceptable methods of data collection, analysis, and interpretation; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; Ability to work well with others; Ability to communicate effectively both orally and in writing; Good professional judgement, initiative, and resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a master's degree in GIS or related field with a concentration in GIS; OR
- B. Possession of a bachelor's degree in GIS or related field with a concentration in GIS and one year of fulltime paid, or its part-time equivalent, experience working with computerized GIS; OR
- C. Possession of an associate's degree in GIS or related field with a concentration in GIS and three years of fulltime paid, or its part-time equivalent, experience working with computerized GIS; OR
- D. Five years of fulltime paid, or its part-time equivalent, experience working with computerized GIS; OR
- E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 3/21/25