



Geographic Information System (GIS) Technician

Job Specification
Classification: Competitive
Series:
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting with the creation, operation, and administration of the GIS system. Responsibilities include migrating data to the GIS system; reviewing information and data to ensure quality; administering GIS databases; and training other departments on GIS uses. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Collects, assembles, analyzes, and incorporates data from various sources into GIS database; determines suitability of data and best method for incorporation.
- Works with other City departments to design and integrate GIS technology within or across departments and assist in developing municipal GIS as directed; trains other personnel in use of GIS data.
- Creates and maintains records of activities and metadata standards; generates appropriate reports as requested.
- Produces maps and other data for use by City departments, the public and public/private agencies.
- Assesses GIS software suitability and programming needs and makes recommendations to City IT department regarding future GIS needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- GIS concepts, practices, and techniques related to developing, maintaining, and operating a GIS;
- Database development and maintenance principles;
- Data collection and recordkeeping techniques;
- Principles and practices of systems analysis and design applicable to GIS programs;
- Cartographic principles as it relates to GIS;
- Computer operation and applicable software programs.

Ability to:

- Collect, interpret and integrate relevant geographic and facilities data from multiple sources, including field surveys;
- Interpret maps, graphs, satellite and aerial images, and perform spatial analysis;
- Understand, use and apply database management systems, tools, and techniques;
- Prepare accurate GIS cartographic products and services and other outputs;
- Operate a computer and related software applications;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS: (Candidates must meet the qualifications as written to be considered)

For examination: If you expect to complete the educational requirement within six months of the examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Watertown Civil Service Commission. Proof must be submitted within two months of meeting the requirements; failure to do so will result in removal of your name from the eligible list.

For appointment: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors Degree or higher in GIS Technology or closely related field; OR
- (B) Bachelors Degree or higher-level degree in any field and at least 6 months of documented experience in a GIS position
- (C) Bachelors Degree or higher-level degree in any field, supplemented by at least 3 credit hours in GIS related coursework; OR
- (D) An equivalent combination of training and experience as defined by the limits of above.

Licensing requirement: Valid NYS driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Adopted: 7/20/2004

Revised: 3/20/2012; 1/15/2013; 5/22/18