

ASSOCIATE PLANNER (GEOGRAPHIC INFORMATION SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the complete development of specific Geographic Information System (GIS) applications related to the physical cultural environment of Westchester County and its communities. Work involves database development, quality control and assurance protocols, data security and protection, and development of user interfaces. In addition, responsibility includes working with county departments, local, state and federal agencies to integrate their technically complex data collection inventories to the GIS database. This class is distinguished from the Planner level by the complexity and scope of work and the technical oversight the Associate Planner is authorized to provide to consultants, municipalities or contracted employees working on capital improvement projects. Guidance and project leadership is exercised over subordinate Planners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates GIS data input from county departments, local, state and federal agencies and ensures that programming activities are consistent with established protocols;

Provides technical oversight to Planners within the Department involved in mapping and updating designs to the GIS database to ensure that the design, layout and features of maps are consistent with established protocol;

Provides technical expertise to County departments on all GIS related matters; ensures that data collection inventories are current by maintaining accurate records for all user departments;

Researches current information on new spatial databases and software available and recommends methods to improve both the quality and quantity of data available in the composite GIS database, as well as user accessibility to such data;

Serves as liaison on GIS to other County departments, GIS vendors, professional organizations, and local, state and federal government agencies;

Administers procedures for file management, security, documentation and distribution of all information on updates, revisions or new acquisitions of GIS databases and software;

Coordinates responses for GIS programming support and user interface development;

Coordinates and supervises GIS training and instruction of department staff as it relates to GIS technology and software;

EXAMPLES OF WORK: (Cont'd.)

Implements and assists in the development of methodologies for the processing and analysis of special GIS datasets as applied to planning studies and advises planning staff on uses of data;

Keeps abreast of new trends in the field of GIS and performs research to recommend the acquisition of GIS software and hardware;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in County, municipal, and regional planning; thorough knowledge of the general principles and techniques of Geographic Information Systems (GIS) as applicable to County, municipal and regional planning; good knowledge of the principles of Microsoft Windows and UNIX operating system environments; ability to coordinate and direct GIS database development and application efforts; ability to interpret statistical data on physical, economic and social phenomena in ways relevant to county, municipal and regional planning; ability to prepare and interpret data in a wide variety of digital formats; ability to reason logically, both inductively and deductively; ability to express oneself effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of planning experience where the primary function of the position was in the application of geographic information systems as applied to physical land use matter; or (b) a Bachelor's Degree* in Urban or Regional Planning, Landscape Architecture, Geography, Civil Engineering, and four years of experience as defined in (a).

SUBSTITUTIONS: A five years Bachelor's Degree* in Landscape Architecture or Architecture may be substituted for one year of the experience; OR a Master's Degree in Urban or Regional Planning, Landscape Architecture, Geography, Civil Engineering may be substituted at the rate of 30 credits* per year of experience for up to two years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C2651
Job Group: XII