

## ASSISTANT MANAGER OF GEOGRAPHIC INFORMATION SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising and participating in the overall technical programming and systems development of the County's Geographic Information System (GIS). Responsibilities involve supervising and coordinating professional and technical staff in GIS database development, programming, quality control and assurance, and data security. The incumbent interfaces with departments on a County-wide basis to provide technical assistance to users connected to the GIS database. An incumbent of this position exercises a considerable amount of independent judgment and works in conjunction with the Director of GIS to effectuate operations. This class differs from positions using GIS on a departmental basis in that the incumbent has direct access to the GIS database for development and programming purposes, while users in departments are extracting data from the composite GIS database. Supervision is exercised over a small number of professional, technical and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises data input and GIS programming language as related to departmental oriented and/or central GIS applications;

Provides technical support to County departments in the development of GIS applications customized to meet their operational needs;

Works with programming staff in the Department of Information Technology to integrate GIS data with other County information systems;

Assists in the contract management process for hardware and software services related to GIS by preparing Requests for Proposal, dealing with vendors, assisting the awarding of contracts, and coordinating subordinate staff activities in the development and implementation of contracts and services;

Monitors daily GIS activities to ensure effective operations and to ensure that the scope of contract services meet the needs of the GIS division;

Assists in the procurement of GIS software and hardware by providing recommendations and keeping abreast of trends in GIS and related technologies;

Discusses issues or problems with GIS vendors as necessary;

Coordinates and supervises GIS training and instruction activities for departmental staff and system users from other departments;

Attends conferences, seminars and meetings as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques associated with Geographic Information Systems technology and related automated mapping systems (including Computer Aided Drafting Design) as applicable to county, municipal and regional planning; thorough knowledge of ARC/INFO and ArcView software, as well as current Windows, Windows NT, Unix operating systems and Internet programming languages as related to governmental applications; thorough knowledge of automated mapping standards; ability to formulate and develop concepts and initiatives for projects; ability to plan work schedules for the research, evaluation and implementation of project initiatives; ability to supervise, plan and evaluate the work of subordinates; ability to analyze and interpret digital data related to the physical, economic and social aspects of the GIS development process; ability to prepare, coordinate and direct the preparation of graphic materials, map compositions, and technical reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; resourcefulness; accuracy; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree\* and four years of experience developing and maintaining GIS programs in a large governmental agency or private enterprise, two years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree\* in Urban, Natural Resource or Environmental Planning, Geography, Geographic Information Systems, or Management Information Systems and three years of experience as described in (a), two years of which must have been in a supervisory capacity.

SUBSTITUTIONS: A Master's Degree\* in one of the aforementioned fields may be substituted for one year of the required 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.