

## **DIRECTOR, GIS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional and technical work of a complex nature, which involves responsibility for the development, implementation and oversight of a County-wide Geographic Information Systems (GIS) program for the management of land information in accordance with the needs of County departments (e.g. Environmental Health; Sheriff, Fire and Emergency Services, Highway). The work is performed under the general direction of the Commissioner of Planning. Supervision is provided to professional and technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements and oversees a County-wide Geographic Information System (GIS) program to generate spatial information (e.g. West Nile virus outbreaks, hazardous waste sites, stream mapping, crime analysis) as required by County departments, as well as other information and planning projects within County departments (e.g. Environmental Health, Sheriff Department, Environmental Resources);

Organizes and administers planning activities in areas such as County Comprehensive Planning, and the collection of informational data in such areas as population, economic, environmental and land use for the purpose of analysis, dissemination and publication;

Prepares and reviews the preparation of staff data on spatial information, including studies of land use, population growth, economic development, transportation studies, comprehensive plans, environment, emergency planning, etc.;

Supervises the activities of staff involved in the completion of GIS duties;

Prepares and oversees the completion of complex reports and memoranda on specific GIS studies;

Confers with public officials, members of municipal boards and the public on the use of GIS, spatial information, planning activities, etc.;

Addresses community groups on the use and benefit of GIS;

Attends and participates in conferences;

Reviews and evaluates emerging GIS technology in order to maintain and improve the County's GIS program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of Geographic Information Systems (GIS) as applicable to County, municipal and regional government; thorough knowledge of Arc/GIS and/or ArcView software; thorough knowledge of land and other spatial data; thorough knowledge of the organization and operation of municipal government in New York State; good knowledge of administrative and supervisory principles; good knowledge of the principles and practices of municipal planning, including economic, environmental analysis and capital programming; ability to develop and implement a GIS program; ability to understand and interpret complex written material; ability to develop and administer research studies; ability to communicate effectively, both orally and in writing, ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Geography, Planning, Community Planning, Regional Planning, Urban Planning, or comparable curriculum, and six (6) years of professional experience in planning (e.g. GIS, municipal, transportation) in a large scale government, corporate or academic setting, at least five (5) years of which involved the development and implementation of Geographic Information Systems as a substantial portion of the work, and at least two (2) years of which included the supervision of other professionals on a regular basis as a substantial portion of the work.

R.C.D.P. (11.12.2002) 07.22.2015  
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.