

**GEOGRAPHIC INFORMATION SYSTEMS PROJECT LEADER**

**TOMPKINS COUNTY**

Department Information Technology Services  
Classification Competitive  
Labor Grade (O) 15  
Approved Bd Res #314, 12/96  
Revised 11/97, 7/99  
By AF  
BBP Risk Factor \_\_\_\_\_

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the formulation of policies and management of the development of the County's Geographic Information Systems (GIS). The incumbent will supervise the design, development and maintenance of all County GIS systems, including cartographic and photogrammetric data, computer systems, custom applications, and relational databases. The incumbent will develop agreements, contracts and systems for the acquisition and/or use of this information. The incumbent will work with County departments and agencies to incorporate the use of spatial information into their operations, including the design of customized interface applications, production assistance and training, and development of technical documentation. The incumbent will also assist with responses to public inquiries and data requests, and provide representation and technical expertise for regional GIS initiatives and programs. The work is performed under the general direction of the Director of Information Technology Services with an allowance for a high level of autonomy and independent judgment when carrying out the responsibilities of the position. The Project Leader will supervise related support staff. The incumbent will perform related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Coordinates County-wide GIS programs involving the cooperation and participation of County, municipal and private agencies;
- Coordinates departmental and intergovernmental committees related to the design, development, population, and use of GIS databases and related cartographic issues;
- Works with state and local public officials as well as private agencies to explore program opportunities in support of local geographic information system cartography and databases;
- Develops, recommends, coordinates, and maintains computer systems (including hardware, software, networks, interconnectivity, etc.) for the GIS program within various County departments;
- Coordinates the installation, testing and evaluation of delivered materials and recommends modifications to the systems, programs and data supplied by other public agencies and private sector organizations;
- Coordinates the design, development, and maintenance of a county based GIS repository of data and related metadata;
- Develops standards for the creation, organization, maintenance, and distribution of data and map products;
- Leads a Technical GIS Committee with County affiliate agencies in developing standards, specifications and protocols for GIS data, projects, map products, and other related matters;
- Promotes policies and systems for public access to County records;
- Provides representation for the GIS program within committees and at public meetings as necessary;
- Provides technical GIS training to staff within various departments of the County;
- Assists in long range planning efforts for the GIS program;
- Assists with Quality Assurance/Quality Control procedures for all data within the GIS program;
- Supervises support staff assigned to the design and development of the County's GIS program;
- Assists with budget preparation and administration of all Geographic Information Systems;
- Assists the Director of Information Services in developing and/or providing technical assistance in the preparation of applications for state, federal and private grants.

**CONTINUED ON THE NEXT PAGE**

## GEOGRAPHIC INFORMATION SYSTEMS PROJECT LEADER CONTINUED

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

Thorough knowledge of mapping, database and related software necessary to perform and supervise tasks associated with the design, development and maintenance of the County GIS;

Thorough knowledge of principles and practices of geographic information systems development and planning;

Good knowledge of advanced GIS and cartographic concepts and terminology;

Good knowledge of methodologies and approaches in developing GIS applications for use by various County Departments;

Good interpersonal skills necessary to communicate with diverse public interests to facilitate meetings and/or negotiate difficult issues pertaining to inter-municipal arrangements or county-wide GIS concerns;

Ability to establish and maintain high standards of accuracy and produce products with high professional standards;

Ability to handle multiple tasks simultaneously, and meet projected time constraints;

Ability to read and interpret, scientific, technical and policy related reports;

Ability to plan and supervise the work of support staff;

Ability to prepare well-constructed oral and written communications, reports, contracts, etc.;

Ability to train GIS users and work effectively with people at different skill levels;

Ability to work effectively with staff, state and local public officials, and the general public;

Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in natural resources, geography, photogrammetry, cartography, or related field **AND** three years of full-time paid experience involving geographical information system policy, planning, and/or development, one year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in natural resources, geography, photogrammetry, cartography or related field **AND** five years of full time paid experience involving geographical information system policy, planning and/or development, one year of which must have been in a supervisory capacity; **OR**
- (c) An equivalent combination of training and experience equal to, or higher than that described in (a) and (b) above.