

GIS PLANNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical and professional planning work of a complex nature requiring responsibility for coordinating a comprehensive Geographic Information System (GIS) program. General supervision is received from the Director, GIS and supervision may be exercised over a small number of technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates processes and procedures, as well as interaction with County departments, including local assessors and the County's Real Property Tax Services Officer, and users in order to effectively implement a County-wide Geographic Information System (GIS) program that generates spatial information (e.g., 911 database, voter registration data base, emergency management, etc.);

Assists in the development of the Rockland County GIS program by researching and analyzing pertinent information such as emerging GIS technology, reviewing current policies and procedures and suggesting changes, preparing drafts of policies and procedures, assessing the needs of users, developing and maintaining databases, etc.;

Designs, programs, and customizes databases for individual applications using diverse data structures in an enterprise environment and coordinates the implementation of such applications;

Develops complex queries for the application of the County's system in order to meet the needs of users;

Develops and implements quality control procedures and methods and audits database usage in order to ensure compliance with GIS technology and program standards;

Supervises GIS technical staff and provides general guidance to professional staff regarding the use of GIS technology, including but not limited to GIS programs and equipment;

Acts as liaison to community groups, public officials, and the general public in order to provide and gather information about the County's GIS program;

Analyzes and organizes data on spatial information, land use studies, population growth studies, economic development, transportation studies, comprehensive plans, studies on the environment, emergency planning, etc.;

Prepares a variety of technical reports, as assigned;

Plans and coordinates field collection studies and/or surveys;

Reviews, interprets, and coordinates the use of legal documents (e.g., legal descriptions of deeds, surveys) and uses pertinent technology to ensure the accuracy of tax maps (e.g., ownership, subdivisions);

Coordinates the maintenance and production of a land base parcel dataset (e.g., tax maps);

Completes mapping research, both in the field and in an office setting;

Attends meetings and conferences, as assigned.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of Geographic Information System (G.I.S) as applicable to County and local government; thorough knowledge of G.I.S. software (e.g., Arc/GIS); good knowledge of land and other spatial data; good knowledge of the organization and operation of County government; good knowledge of basic principles of supervision; ability to assess user needs and conduct data base design studies; ability to establish and maintain cooperative relations with others; ability to coordinate a comprehensive government G.I.S. program; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material; ability to use a personal computer and software appropriate to GIS planning activities.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Geography, Planning, Community Planning, Regional Planning, Urban Planning or comparable curriculum and five (5) years of experience in planning (GIS, municipal, or transportation) in a large-scale* government, corporate, or academic setting, at least three (3) years of which must have substantially included the development and/or implementation of Geographic Information Systems.

NOTE: A Master's degree in Geography, Planning, Community Planning, Regional Planning, Urban Planning or comparable curriculum may be substituted for one (1) year of the general experience in planning (the Master's degree shall not substitute for any of the three (3) years of the required specialized experience in the development and/or implementation of Geographic Information Systems).

*Large-scale shall be defined as an organization or other operational setting wherein the number of employees or directly affected clientele equals one hundred or more and the major function performed within the scope of responsibility of the applicant or candidate requires the coordination and/or integration of comprehensive programs or projects, or diverse or agencies, groups and persons (e.g., a village would be small-scale government).