

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 08/06/08, 09/03/08, 09/15/10, 09/07/22

GEOGRAPHIC INFORMATION SYSTEM MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for designing, creating and updating a variety of maps from digital and non-digital data, and assisting with the development, maintenance and operation of a Geographic Information System (GIS). The incumbent designs and creates maps, converts hard copy maps into a digital format, and performs field work to visibly verify map data. This class differs from Geographic Information System Specialist in that a Geographic Information System Map Technician performs a more limited scope of duties, has less independence of action and does not have overall responsibility for a Geographic Information System. The work is performed under the general supervision of a GIS Specialist with leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs, creates and/or updates a variety of maps including maps of utilities and other municipal assets;
Converts hard copy maps to a digital format;
Assists in the development of a GIS by linking database information to graphic elements and images;
Meets with a GIS Specialist to discuss details and progress relative to the work performed;
Meets with the GIS Database Programmer to discuss user needs and system requirements
Performs field work to visibly verify the existence and/or location of municipal assets;
Creates and maintains records and reports relative to the work performed;
Performs general office duties and operate standard office equipment including photocopiers and fax machines;
May assist the GIS Specialist with installing, testing, and configuring computer hardware, software and peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the practices and techniques relative to designing, creating and updating maps generated from digital and non-digital data; working knowledge of the practices and techniques related to developing, maintaining and operating a GIS; working knowledge of the practices and techniques related to maintaining, testing and configuring computer hardware, software and peripheral equipment; working knowledge of municipal departments; skill in the use of map making equipment; ability to organize and maintain accurate records and files; ability to understand and interpret complex oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and concentration; ability to operate a personal computer and utilize common office software programs; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree, Bachelor's degree or Master's degree in Geographic Information Systems, Geospatial Technology, Photogrammetry/Remote Sensing, Geography or a closely related field with similar course curriculum. Said degree shall have included at least nine (9) credit hours in any combination of Cartography, Photogrammetry, Geographic Information Systems (GIS), Remote Sensing, and/or Surveying; or
- B. Successful completion of a college or university GIS Certificate Program. The coursework for said certificate shall have included at least nine (9) credit hours in any combination of Cartography, Photogrammetry, Geographic Information Systems (GIS), Remote Sensing and/or Surveying; or
- C. Graduation from high school or possession of a high school equivalency diploma, and possession of a GIS Professional Certification (GISP) from the GIS Certification Institute; or
- D. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its part-time paid equivalent, creating and editing geographic data, computer mapping, performing GIS analysis, using a GIS or other computerized mapping system, or training others in the use of GIS or other computerized mapping systems; or
- E. An equivalent combination of training and experience as defined by the limits of (A) through (D) above.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job.