

The City of Troy is seeking applications for the position of:

## **GIS Technician**

<b>Department:</b>	Public Utilities
<b>Starting Salary:</b>	CSEA Grade 16 - \$54,378
<b>Application Deadline:</b>	September 30, 2022

### **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 may perform field work to visibly verify map data. The work is performed under the direct supervision of a department head with leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

### **Typical Work Activities:** *(illustrative only)*

- Leads and oversees the conversion of Computer Aided Design (CAD) data and other digital and non-digital data to a GIS based system used to store, manipulate and analyze data;
- Oversees the work of employees involved in GIS related development and projects including the inventory of municipal assets;
- Contacts consultants to obtain information relative to GIS development and use for special projects;
- Meets with administrators, municipal planning representatives and system users to plan the use and integration of GIS technology within a department and/or across departments in the City;
- Works with GIS database programmer or other computer programmers to design or acquire computer programs necessary to convert data to a GIS based system and meet the needs of the department;
- Performs tasks necessary to ensure GIS data is compliant with standard GIS data design practices including creating meta-data sets and creating topologies to define the interrelations of the data;
- Trains other employees in GIS use;
- Installs, test, configures, diagnoses and resolves problems with computer hardware, software and peripheral equipment as required;
- Processes request for maps, obtains digital and non-digital data and creates maps;
- Creates and maintains a website including and creation and maintenance of web based automated forms;
- Creates detail records and reports;
- May perform fieldwork to obtain and /or verify data.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of the concepts, practices and techniques related to developing, maintaining and operating a GIS. Good knowledge of the practices and techniques needed to develop, maintain, test and configure computer hardware, software and peripheral equipment. Good knowledge of the practices and techniques related to the professional planning process. Working knowledge of municipal departments. Skill in the use of map-making equipment. Ability to perform close, detailed work involving considerable visual effort and concentration. Ability to participate in assigned projects and layout work for others. Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases. Ability to understand and interpret complex oral instructions and/or written directions. Ability to

communicate effectively orally and in writing. Ability to analyze and organize data and prepare records and reports. Ability to establish and maintain effective working relationships with others. Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

A. Possession of a Bachelors' Degree in Geography, Urban Planning or a closely related field, and two (2) years' experience administering a Geographic Information System or other computerized mapping and assessment system;

**OR**

B. Possession of an Associates' Degree in Engineering Science, Mechanical Engineering, Mechanical Design Technology or a closely related field and four (4) years' experience administering a Geographic Information System or other computerized mapping and assessment system.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement:**

Must possess and maintain a valid NYS driver's license.

***The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.***

***Applicants must reside in NYS. The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.***

**Please forward \*Employment Application demonstrating that you meet the minimum qualifications to:**

City of Troy Personnel/Civil Service Office  
433 River Street, Suite 5001  
Troy, NY 12180  
Email: [employmentopportunities@troyny.gov](mailto:employmentopportunities@troyny.gov)

Fax: 518-268-1686

\* <https://www.troyny.gov/wp-content/uploads/2022/07/Employment-Application.pdf>

*You may submit a resume in addition to, but not in place of a City of Troy Employment Application.*