

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **GEOGRAPHIC DATABASE SPECIALIST**

Jurisdictional Class: **Competitive**
Date Adopted: **June 9, 1999**
Date Revised: **7/31/00 (Spec. Req.); 4/13 (Note)**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **16**

DISTINGUISHING FEATURES OF THE CLASS: A Geographic Database Specialist plans, creates, manages and maintains a computer database of geographic, geophysical and other information. The database merges traditional written and hand-drawn map data with that from modern sources including global positioning satellites. The database will be the central element of the E911 emergency dispatching system and will also support future functions such as electronic mapping for a wide variety of public purposes; computerized analysis of ground and atmospheric conditions to predict the likelihood, severity and locations of floods; and functions not yet known and perhaps not yet invented. The position combines elements of data collection, electronic cartography and computer database management. The incumbent is expected to keep abreast of and incorporate the newest technology into the database program. Works under general direction of the Real Property Tax Services Director and may supervise data entry operators or other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Obtains, enters into a computer, reviews and corrects a variety of geophysical, geographic and other data from sources such as delivery organizations, emergency services organizations, written records, maps and deeds;
Uses global positioning system or other instruments to determine geographic locations;
Converts latitude and longitude to tax map coordinates;
Assists in establishing emergency service zones;
Coordinates and assists in naming roads and resolving name and address conflicts;
Supervises assigned technicians and staff;
Maintains files of road names, number ranges and boundary information;
Integrates global positioning satellite information into county tax maps and county geographic information system, identifying and resolving discrepancies;
Works closely with emergency services organizations, commercial and other organizations and agencies;
Explains the database project;
Merges data from a variety of sources to form master street guide and maintains the guide;
Updates and revises database and maintains E911 database.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the use of global positioning satellite instruments, good skills in use of computer database; good organizing skills. Ability to understand emerging technologies and apply them to local needs; ability to interpret and harmonize conflicting data, varying viewpoints and divergent interests; ability to explain complex programs to the public; accuracy and attention to detail.

Last Reviewed: 07/31/00
Last Updated: 7/31/00 (Spec. Req.); 4/13 (Note); 11/15 (MQ)
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **GEOGRAPHIC DATABASE SPECIALIST**

MINIMUM QUALIFICATIONS:

- (A) Bachelor degree in geography, cartography or computer science, **OR**
- (B) Associate degree in a field as listed in (A) and two (2) years' experience in cartography, drafting, surveying, using a computer database or using global positioning systems **OR**
- (C) High school diploma or equivalent and four (4) years' of experience as in (B)

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.