

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Senior Geographic Information System Specialist

LOCATION: City of Ithaca - Department of Public Works

SALARY: \$49,696 with subsequent step increases to \$62,119

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the design, modification, implementation and maintenance of a Geographic Information System (GIS). The Senior GIS Specialist assists the GIS Administrator with the management of the overall GIS Program of the City of Ithaca. The duties vary according to assignment; however, in general, the incumbent may oversee the conversion of digital and non-digital data to a GIS system, design, plan and manage projects or aspects of projects, and assist in managing the modification and operation of the system. The incumbent also performs other related professional or technical duties specific to the assignment such as installing GIS software, preparing requests for proposals for GIS services or new hardware/software implementations, developing and administering training materials and programs, and designing and managing geographical databases and data development projects. The incumbent is also responsible for creating, editing and updating GIS data sets and conducting advanced spatial analysis. This class differs from GIS Specialist in that the Senior GIS Specialist has a broader conceptual and technical knowledge base, performs work that involves the management of the GIS System in addition to its operation, and has greater independence of action. The Senior GIS Specialist differs from GIS Administrator in that a Senior GIS Specialist does not have the overall responsibility for the GIS Program. The work is performed under the general supervision of the Geographic Information System Administrator with leeway encouraged in exercising independent judgment in carrying out the details of the work. Project and task-specific supervision may be exercised over subordinate GIS staff, particularly in the absence of the GIS Administrator. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Geographic Information Systems, Geospatial Analysis, Spatial Information Technology or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in geography, planning, engineering, environmental science, or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or

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Minimum Qualifications - continued

- C. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in geography, planning, engineering, environmental science, or a closely related field with similar course curriculum, and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- D. Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Geographic Information Systems and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- E. Graduation from an accredited GIS or spatial technology program leading to a certificate and possession of a Certified Geographic Information Systems Professional (GISP) certification from the GIS Certification Institute (GISCI) and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- F. An equivalent combination of training and experience as defined by the limits of (a) through (e) above.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of New York State.

EXAM REQUIREMENTS: A civil service exam will be given at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- High school and/or college transcripts
- Copy of driver license

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, September 7, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street Ithaca, NY 14850
(607) 274-6539
Website: www.cityofithaca.org



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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