



GIS SPECIALIST

Dutchess County Department of Emergency Response

Salary Range: \$65,924 (2024 Salary)

This is a provisional position pending a future civil service exam. This position oversees specific departmental projects using the Geographic Information System. This person serves as a resource on the GIS system, utilizing specific GIS related knowledge for project related analysis, and communication of the results to project team members. Responsibilities involve planning, coordination and problem solving for departmental projects. This position involves working with representatives from other departments and outside agencies to coordinate interagency GIS needs and development. General direction is received from higher level administrative staff. This position trains other employees and advises on technical aspects of their work.

TYPICAL WORK ACTIVITIES:

Operates and customizes GIS system to complete specific project-related tasks; resolves problems found with data and source maps; develops methods and procedures for completion of aspects of departmental projects; maintains and programs mapping applications, databases and maps within departments; develops training programs and assists staff in the use of GIS system; provides technical support and assistance to users and the general public; may produce final artwork for publications, posters, and public meetings; maintains and programs in-house computer mapping; WHEN ASSIGNED TO THE DEPARTMENT OF EMERGENCY RESPONSE:

Assigns addresses to new building construction and maintains 911 address database; works with municipal officials, and residents to resolve special situations regarding addressing; assists in the maintenance of the data in the computer aided dispatch (CAD) system.

MINIMUM QUALIFICATIONS:

- EITHER: (A) A Bachelor's degree in GIS, Geography, Environmental Studies, Information Systems or a related degree and two (2) years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including GIS;
- OR: (B) A Bachelor's degree and three (3) years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including GIS;
- OR: (C) An Associate's degree in GIS, Geography, Environmental Studies, Information Systems or a related degree and four (4) years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including GIS;
- OR (D) An Associate's degree and five (5) years of paid work experience in traditional mapping, surveying or drafting, one year of which must have included the use of computer-assisted mapping, including GIS;
- OR: (E) An equivalent combination of training and experience as outlined in (A) through (D) above.

SPECIAL REQUIREMENTS:

Possession of a valid driver license in order to operate a motor vehicle in New York State at time of application and to maintain position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before January 5, 2025.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601

An EEO/AA Employer