

GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The Geographic Information System (GIS) Analyst supports the Geographic Information System Specialist/Coordinator in the design, installation, and maintenance of data and systems associated with the Town GIS enterprise system. The incumbent works under the direction of the GIS Specialist/Coordinator and interacts with multiple Town departments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the development, testing, implementation and maintenance of desktop, server and mobile GIS applications and work flows;
 Documents spatial workflows, procedures, and applications;
 Assists in the design, construction, management and documentation of GIS datasets;
 Assists in the management of IT infrastructure that supports the GIS platform;
 Assists with mapping or analysis needs;
 Responds to GIS service tickets;
 Participates in individual project teams to support environmental investigation, remediation, and remediation projects;
 Generates and updates a variety of maps utilizing ESRI's ArcGIS Enterprise platforms;
 Performs GIS data collection;
 Utilizes GPS to capture data from multiple resources;
 Generates, updates, and manages various shapefiles and feature layers;
 Converts, imports and/or exports various file structures into GIS format;
 Provides support in the development of GIS data models and schemes based on project needs;
 Creates feature layers and services to create web-enabled geo data to be accessed from the Town's GIS portal.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of GIS applications, capabilities and system requirements; good knowledge of GIS software and associated relational database design; proficiency in the use of the Town software applications including, but not limited to, the ERSI suite of software including ArcGIS, ArcMap, and Trimble Cityworks; good time management skills, good analytical and problem solving skills, ability to communicate effectively verbally and in writing with technical and non-technical personnel.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Geography, Geographic Information Systems or a closely related field and one (1) year of experience as a GIS Specialist or Analyst or related experience using the ESRI suite of software including ArcGIS and/or ArcMap.

Note: The 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. The candidate must pay the required evaluation fee.

Town of Colonie
 Personnel Officer
 Adopted 3/8/24