

DEPARTMENT OF PLANNING

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GIS Planning Coordinator

ROCKLAND COUNTY DEPARTMENT OF PLANNING

The Rockland County Department of Planning is seeking an candidate to work in their fast-paced GIS (Geographic Information System) division. The work is specialized, diverse and can be complex in nature requiring responsibility for coordinating a comprehensive GIS program. General supervision is received from the Director, or a higher-level administrator. Supervision may be exercised over technical employees. Does related work as required.

Candidates must possess thorough knowledge of the principles, practices and techniques of GIS as applicable to County, municipal and regional government; thorough knowledge of GIS software; thorough knowledge of land and other spatial data; thorough knowledge of GIS fundamentals, including geocoding, topology, interpolation of linear and non-linear data and relational databases; good knowledge of the organization and operation of County government; good knowledge of GIS programming languages; ability to supervise the work of others; ability to gather, develop, maintain and analyze vector and raster data as well as non-spatial data; ability to manage GIS projects; ability to assess user needs and conduct database design studies; ability to establish and maintain cooperative relationships with others; ability to coordinate a comprehensive government GIS program; ability to assess and align departmental and cross departmental needs, including their interrelationships to create customized GIS data and/or applications; ability to integrate GIS data into other software products; ability to prepare reports, including those related to GIS; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material; ability to use a personal computer and software (e.g., ESRI suite) appropriate to GIS planning activities.

Job Description: The individual will develop and/or oversee the development of computer-generated maps and/or GIS databases, products and applications; Develops, implements and assists overseeing the GIS program to generate spatial information (e.g., land-use database, etc.); Provides technical assistance and acts as a liaison with County departments, community groups, public officials, and the general public regarding the County-wide (GIS) program; Customizes databases for individual applications using diverse

data structures in an enterprise environment and may coordinate the implementation of applications; Ensures the quality of GIS databases by overseeing their development; Provides input in the development of GIS policies and procedures by gathering information and making recommendations; Designs advanced queries to optimize the County's GIS system for end users; Develops, recommends and implements quality control procedures and methods, auditing database structure and usage to maintain compliance with GIS technology and program standards; Recommends and implements procedures for file management, security, documentation and distribution of GIS data; Collaborates with external consultants to develop and implement GIS applications; Supervises GIS technical staff and provides general guidance regarding the use of GIS technology, including but not limited to GIS programs and equipment; Prepares a variety of technical reports, as assigned; Plans and coordinates field collection studies and/or surveys; Reviews, interprets, and coordinates the use of legal documents (e.g., legal descriptions of deeds, surveys) and uses pertinent technology to ensure the accuracy of tax maps (e.g., ownership, subdivisions); Coordinates the maintenance and production of a land base parcel dataset (e.g., tax maps); Oversees and completes GIS related projects and ensures compliance with established project objectives; Prepares and presents GIS demonstrations to County personnel and the public.

Minimum Qualifications:

- Bachelor's degree in Geographic Information Systems (GIS), Geography, Geology, Environmental Science, Planning or comparable degree and five (5) years of paid work experience in the development, maintenance and implementation of GIS programs or applications in a structured GIS program setting*, at least three (3) years of which was in a largescale** government, corporate or academic setting and one (1) year of which included the supervision of others.

* A structured GIS program setting refers to an environment where GIS is treated as a core operational function, rather than a one-off project. It includes a clear plan, dedicated staff and ongoing processes to manage GIS data and applications, helping the organization make better decisions and operate more efficiently.

** Large-scale shall be defined as an organization or other operational setting wherein the number of employees or directly affected clientele equals one hundred or more and the major function performed within the scope of responsibility of the applicant or candidate requires the coordination and/or integration of comprehensive programs or projects, or diverse or agencies, groups and persons (e.g., a village would be small-scale government).

- Master's degree or higher in Geographic Information Systems (GIS), Geography, Geology, Environmental Science, Planning or comparable degree may be substituted for two (2) years of paid work experience in the development, maintenance and implementation of GIS programs or applications in a structured GIS program setting.
- PROMOTION: One (1) year of permanent status as a GIS Technician III.

Other Requirements and Information:

- Candidate must be a legal resident in States of New York, New Jersey or Connecticut
- Civil service examination requirements have been waived for this position.
Candidate must only meet the minimum qualifications for consideration
- ***This position requires on-site presence in Pomona, NY***

Salary and Benefits:

- Annual Salary - \$90,281
- 40 Hour work week
- Medical, Dental and Vision
- Time off including vacation, personal and holiday time
- New York State Pension eligibility
- Other benefits, including, but not limited to deferred compensation, tuition reimbursement, leadership and other professional development training

How to Apply:

Interested candidates should email a completed Rockland County application, resume, cover letter, and references to: RCPlan@co.rockland.ny.us