

# JOB POSTING

## Geographic Information Systems (GIS) Coordinator

*Stormwater Coalition of Albany County*  
(1 vacancy)

- The Stormwater Coalition of Albany County has (1) vacancy for the position of Geographic Information Systems (GIS) Coordinator. This is a 40 hr/wk position, with benefits; salary competitive, contingent on experience.
- Over multiple years the Coalition has supported extensive water infrastructure mapping of multiple municipalities; created and used ArcGIS Online form technology; and guided the development of a stormwater internet mapper accessible to all members.
- The preferred candidate is expected to build off of these past initiatives and harness the best of current technology to create accessible and easily visualized mapped information which reflects a commitment to accuracy.
- An active familiarity with the Clean Water Act is a plus and the overarching goal is to help Coalition member communities use technology to manage regulatory responsibilities and pro-actively protect and improve water quality within their communities.
- The Stormwater Coalition is a unique, award winning inter-municipal partnership which values the experience and insight of all members. As such the candidate is expected to work successfully and closely with a variety of staff from multiple departments, across multiple jurisdictions (towns, villages, cities, county, university).
- For more information about the Coalition, go to [www.stormwateralbanycounty.org](http://www.stormwateralbanycounty.org).

**Applicants must meet the requirements outlined in the attached job description.**

**Albany County residency requirements apply.**

Anyone interested in applying for this job should submit an Albany County ACS-21 application\*, transcript, and resume by mail to the following address, no later than 5:00pm, Friday, January 15, 2021. This position is a competitive class Civil Service position to be filled on a provisional basis pending the outcome of the Civil Service examination.

*Stormwater Coalition of Albany County  
Albany County Department of Health Building  
175 Green Street, Room B026, Albany, New York 12202*

*Documents can also be sent electronically to: [swcoalition@albanycounty.com](mailto:swcoalition@albanycounty.com).*

\*The ACS-21 application for examination or employment is available from the Albany County website: <https://www.albanycounty.com/departments/civil-service>

**Albany County is an Equal Opportunity Employer**

### **Coalition Members (2020)**

Albany County, City of Albany, Town of Bethlehem, City of Cohoes, Town of Colonie, Village of Green Island, Town of Guilderland, Village of Menands, Town of New Scotland, Village of Voorheesville, City of Watervliet, University at Albany-SUNY



### **Stormwater Coalition of Albany County**

Albany County Dept of Health Building  
175 Green Street, Room B026  
Albany, NY 12202  
518-447-5645  
[www.stormwateralbanycounty.org](http://www.stormwateralbanycounty.org)

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position involving the coordination and implementation of the agency's strategies and initiatives for Geographic Information Systems. This individual is responsible for ensuring the development and maintenance of applications based upon spatially referenced data and digital mapping. The GIS Coordinator will also preserve the integrity and design of geographic information databases and assign and review the work of other GIS users in the agency and affiliated agencies. The work is performed under the general direction of the IT or Agency Manager, with considerable leeway allowed in procedures and methods. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Coordinates and manages all aspects of GIS project implementations;
- Coordinates GIS support for the enterprise and acts as single point of contact for GIS-related issues;
- Coordinates GIS training sessions for GIS staff and end users with client-facing application needs;
- Coordinates and administers the acquisition of satellite imagery and conducts analysis of digital imagery;
- Coordinates and administers the acquisition of GPS derived field data;
- Coordinates transition of GIS applications to next-generation environments and/or cross- functional systems;
- Participates in design of new GIS analysis methodologies, applications and strategies;
- Conducts research on GIS-related hardware and software in support of procurement and system development efforts;
- Recommends and executes modifications to GIS software in order to improve efficiency, reliability and performance;
- Coordinates development of the agency's demographic database;
- Collaborates with network staff to ensure availability, reliability and scalability of GIS applications to meet business demands;
- Collaborates with network staff to establish and implement policies, procedures and technologies to ensure GIS security;
- Collaborates with network staff to troubleshoot and resolve hardware and software problems;
- Performs data audits and quality control measures;
- Develops and maintains GIS manuals and systems documentation;
- Provides guidance to junior members of the team and intern staffing.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of GIS software and strong familiarity with relational database design as it applies to GIS software;
- Comprehensive knowledge of general mapping principles, demographics analysis, spatial analysis, remote sensing and cartography;
- Thorough knowledge of coding/programming languages;
- Thorough knowledge of and with GPS devices or applications and their usage;
- Good technical knowledge of current network operating systems and client-server implementations, including Windows Server and current desktop operating system (XP);
- Working knowledge of and with graphic editing software and Web development tools;
- Ability to converse in the basic principles of one or more of the following: Planning, Economic Development, Engineering, Asset Inventory, Government Structures, Surveying, Geophysics, Topography;
- Ability to install, configure and maintain GIS systems;
- Ability to train non-technical staff on GIS data and applications;
- Ability to conduct research into GIS issues and products as required;
- Ability to manage multiple projects;
- Ability to present ideas in business-friendly and user-friendly language;
- Ability to effectively prioritize and execute tasks in a demanding environment;
- Strong understanding of the organization's goals and objectives;
- Highly self- motivated and directed with keen attention to detail;
- Excellent written, oral, and interpersonal skills;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

#### **OPEN-COMPETITIVE: EITHER:**

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's degree in Geographic Information Systems, Computer Science, Geography Planning, Engineering Technology or a related field and two (2) years of experience in GIS technologies; OR,
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Geographic Information Systems, Computer Science, Geography Planning, Engineering Technology or a related field and four (4) years of experience in GIS technologies.

PROMOTIONAL: Twenty-four (24) months of permanent competitive class status as a Geographic Information Systems Specialist.

Juris. Class: Competitive

ACCS Adopted: 07/08

Revised: 05/09, 6/12, 9/16, 1/20