



**PROVISIONAL OPENING FOR
a Geographic Information System (GIS) Specialist.**

There is a **provisional opening in the Allegany County Administrators Office for a full time **Geographic Information System (GIS) Specialist.**

Salary \$23.29 ~ \$32.24/hr.

This is professional work involving the creation and maintenance of a Geographic Information System database and performing a variety of office and field work. Incumbent will be required to work with multiple County Departments, outside agencies, and the general public. Evening and weekend work may be required. Duties are performed under general supervision with considerable leeway allowed for the exercise of independent decision making. Supervision may be exercised over the work of clerical and non-professional personnel. Does related work as required.

Good knowledge of the Geographic Information System (GIS), Geographic Positioning Systems (GPS) and its use in conduction spatial analysis; Good knowledge of the operation of computers and peripheral equipment; Good knowledge of GIS as a tool in reaching solutions to municipal problems; Working knowledge of the principles and practices of drafting and graphics as applied to assignments; Working knowledge of acceptable methods of data collection, analysis, and interpretation; Ability to perform research and to prepare detailed reports; Ability to design a variety of GIS applications; Ability to lay out and develop graphic materials; Ability to work well with others; Ability to communicate effectively both orally and in writing; Initiative and resourcefulness; Good Judgment; Tact and Courtesy; Dependability; Integrity; Discretion.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of paid work experience using Geographic Information Systems (GIS) software; OR
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree and three (3) years of paid experience as described in (A); OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid experience as described in (A).

Special Requirement: Possession of a valid driver's license is required at time of appointment and maintained during employment.

****This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.***

**** *Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.