



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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# SENIOR GEOGRAPHIC INFORMATION SYSTEM SPECIALIST OPEN-COMPETITIVE EXAM NO. 62-117

APPLICATIONS ACCEPTED UNTIL:

April 2, 2020

EXAMINATION WILL BE HELD:

May 16, 2020

**ACCEPTANCE OF APPLICATIONS:** Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**APPLICATION MATERIALS REQUIRED:** A City of Ithaca application and copy of high school and college transcripts, relevant certifications, and driver license.

**VACANCIES:** Currently, there is one (1) vacancy in the City of Ithaca Department of Public Works. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

**RESIDENCY:** Candidates must be legal residents of New York State at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

**SALARY:** \$50,690 - \$63,361

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising and participating in the design, modification, implementation and maintenance of a Geographic Information System (GIS). The Senior GIS Specialist assists the GIS Administrator with the management of the overall GIS Program of the City of Ithaca. The duties vary according to assignment; however, in general, the incumbent may oversee the conversion of digital and non-digital data to a GIS system, design, plan and manage projects or aspects of projects, and assist in managing the modification and operation of the system. The incumbent also performs other related professional or technical duties specific to the assignment such as installing GIS software, preparing requests for proposals for GIS services or new hardware/software implementations, developing and administering training materials and programs, and designing and managing geographical databases and data development projects. The incumbent is also responsible for creating, editing and updating GIS data sets and conducting advanced spatial analysis. This class differs from GIS Specialist in that the Senior GIS Specialist has a broader conceptual and technical knowledge base, performs work that involves the management of the GIS System in addition to its operation, and has greater independence of action. The Senior GIS Specialist differs from GIS Administrator in that

**DISTINGUISHING FEATURES OF THE CLASS (continued):** Senior GIS Specialist does not have the overall responsibility for the GIS Program. The work is performed under the general supervision of the Geographic Information System Administrator with leeway encouraged in exercising independent judgment in carrying out the details of the work. Project and task-specific supervision may be exercised over subordinate GIS staff, particularly in the absence of the GIS Administrator. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Geographic Information Systems, Geospatial Analysis, Spatial Information Technology or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in geography, planning, engineering, environmental science, or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in geography, planning, engineering, environmental science, or a closely related field with similar course curriculum, and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- (d) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Geographic Information Systems and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or
- (e) Graduation from an accredited GIS or spatial technology program leading to a certificate and possession of a Certified Geographic Information Systems Professional (GISP) certification from the GIS Certification Institute (GISCI) and three (3) years of full-time paid experience, or its part-time paid equivalent, administering or assisting in the administration of a Geographic Information System, performing advanced spatial analysis or other specialized GIS, statistical or image analysis, or training others in the use of GIS software, methods and/or practices; or

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- (f) An equivalent combination of training and experience as defined by the limits of (a) through (e) above.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SCOPE OF THE EXAMINATION:** The written examination will cover knowledges, skills and/or abilities in such areas as:

#### **1. Understanding and interpreting maps, aerial photography, survey data, and other source material used in map construction**

These questions test for the ability to read, analyze, and perform computations based on cartographic drawings, site plans, survey notes, and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

#### **2. Collection, analysis, and presentation of data, including basic statistics**

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and present various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis for cartographic and land use planning studies.

#### **3. Geographic Information Systems (GIS), including data conversion, plotting, database construction, interactive editing, and labeling**

These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology, and proper procedures to use when creating, producing, and revising various types of maps and site plans using GIS and computerized mapping software.

#### **4. Principles of data bases for PC's**

These questions test for a basic background in the design and use of data bases on microcomputers. They cover such topics as data base terminology and concepts, analyzing a data base project,

planning the data base, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.

## **5. Supervising a project**

These questions test for the ability to conduct and supervise the activities necessary to achieve the goals and deadlines of a specific project. The questions cover such topics as setting up the project, developing the workplan for the project, assigning and reviewing work, evaluating performance and progress, coordinating phases of the project, handling problems as they arise, and meeting deadlines.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**NOTE:** Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **USE OF CALCULATORS IS ALLOWED FOR THIS EXAM.**

### **RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

- \_\_\_\_\_ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.
- \_\_\_\_\_ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLICATIONS MAY BE OBTAINED:** at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. You may also apply online or download an application at <https://ithaca-portal.mycivilservice.com>.

**TIME AND PLACE OF THE EXAMINATION:** Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

## **GENERAL INSTRUCTIONS AND INFORMATION**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.

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5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
February 28, 2020

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.