

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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### JOB APPLICATIONS WANTED

**TITLE:** Geographic Information System Specialist

**LOCATION:** City of Ithaca - Department of Public Works - Water and Sewer Division

**SALARY:** \$51,440, with subsequent increases to \$64,301

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

The person in this position is a key part of a three-person GIS team in local government. Our mission is to create and manage geographic data, applications, and solutions which make a difference for staff, officials, and the public in the day-to-day operations of the City of Ithaca. The successful candidate will work with rich data sets including detailed municipal infrastructure layers, delivered on mobile and desktop platforms. Our work varies as we serve multiple departments. We engage in data collection/creation, management, delivery via web GIS, as well as analysis and mapping. The candidate has knowledge and experience with desktop GIS and is effective working as part of a team.

**POSITION DESCRIPTION:** The work involves responsibility for the development, maintenance and operation of a Geographic Information System (GIS). The duties vary according to assignment; however, in general, the duties focus on the daily development and operation of the GIS. This class differs from Geographic Information System Map Technician in that a Geographic Information System Specialist performs a greater scope of duties, has greater independence of action and greater technical knowledge of the GIS field as well as specific GIS software programs. This class differs from Geographic Information System Developer in that the work of the Geographic Information System Specialist is focused on the daily operation of the GIS, rather than program implementation, system modification, or extensive custom interface development. 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. 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; 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 Bachelor's degree in Geography, Planning, Engineering or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, creating and editing geographic data, computer mapping, performing GIS analysis, using a GIS or other computerized mapping system, or training others in the use of GIS or other computerized mapping system; or

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**MINIMUM QUALIFICATIONS (continued):**

- 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 Associate's degree in Engineering Science, Cartography, Geography or a closely related field, and three (3) years of full-time paid experience, or its part-time and/or volunteer equivalent, as indicated in (b); or
- D. Graduation from high school or possession of a high school equivalency diploma and successful completion of a certification program in Geographic Information Science at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, as indicated in (b); or
- E. An equivalent combination of training and experience as defined by the limits of (a) through (d) above.

**SPECIAL REQUIREMENT:** Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job.

**RESIDENCY REQUIREMENTS:** There are no residency requirement for this position.

**EXAM REQUIREMENTS:** A civil service exam will be required at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of driver license

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 below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by January 24, 2022:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



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

Issued: January 3, 2022