



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST
(Provisional * Appointment)

SALARY: \$30.10/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Public Works, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for assisting in the planning, development, and coordination of a Geographic Information System (GIS). An employee in this class uses GIS software to create, modify, analyze, and display geographic data in order to meet the spatial data needs of the county. The GIS Specialist serves as a liaison with user departments and management including, but not limited to towns within the county. General supervision is received from the Superintendent of Public Works . Does related work as required.

MINIMUM QUALIFIATIONS:

- A. Possession of a Bachelor's Degree in GIS, Engineering, Environmental Science, Geography, Information Technology, Local Government, Statistics, Urban Studies & Planning, or closely related field and three (3) years of professional level work experience, or its part-time equivalent maintaining and modifying a GIS in a planning environment OR;
- B. Possession of an Associate's Degree in Computer Aided Drafting, Computer Information Systems, Engineering Science, Environmental Science, GIS, or closely related field and six (6) years of professional level work experience, or its part-time equivalent maintaining and modifying a GIS in a planning environment.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: April 26th, 2023

Application Deadline: May 8th, 2023

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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