



Town of Ithaca Job Posting: **Geographic Information Systems (GIS) Analyst**

This position is responsible for the development, maintenance, implementation and analysis of geographic information systems (GIS) products and applications. The incumbent will assist the Director of Engineering with the management and development of specific departmental GIS or related projects. The position will coordinate with departmental staff, other departments, and outside agencies towards the acquisition of data, project design, and spatial data processing functions. Incumbent will be responsible for responding to public inquiries and data requests. Responsibilities may include functioning on and leading teams of Department staff, Town staff and representatives from other agencies. Work is performed under the general supervision of the Director of Engineering, with considerable leeway for managing GIS projects for specific departments, planning work methods and procedures to achieve end goals. The position is also responsible for designing, building, implementing, and maintaining Web pages, sites and applications related to the GIS program and other departmental services.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive.

Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.

SOME OF THE TYPICAL WORK ACTIVITIES (non-inclusive list):

Using geographic information system computer software, the incumbent will prepare a variety of analytical and mapping products related to various Town projects and services;

Management, development, and implementation of online GIS workflows to integrate with third party enterprise wide business systems and improve the user experience of internal and public online GIS applications;

Assists in the management and development of public safety outputs specifically online applications, map books, and emergency management applications before, during and after an active emergency as requested;

Acquire or develop, update, and maintain electronic spatial databases, other GIS repository data, and related metadata;

Prepare analysis of data and geographical maps in support of County/Town projects and programs;

Apply scientific and statistical methods to obtain, analyze, classify and rectify data to develop and/or modify geo-spatial databases;

Create a variety of electronic and hard copy map products;

Performs translation and conversion of data between various data platforms and mapping projection systems;

Data entry of geographic related material and other materials as required;

Performs Quality Assurance/Quality Control procedures for data within the GIS program;

Performs data analysis in support of professional staff activities;

Responds to other Departments and public requests for digital data and hard copy and digital map products, and the production of custom maps and databases;

Communicates with a variety of departments, outside organizations and the public to coordinate activities, exchange information, and resolve questions and/or concerns;

Assists in the coordination of Town-wide GIS web-based mapping services and applications involving the participation of County, municipal and private agencies;

Develop custom GIS applications for departmental staff, using various GIS programming tools, to automate common analytical mapping procedures;

Communicate with GIS staff and senior personnel in other departments to coordinate activities, exchange information and resolve questions and/or concerns about GIS data;

Promotes the use and understanding of GIS programs and related technology through public information and educational campaigns, including public presentations, demonstrations, the writing of articles, and interaction with the community.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Geographic Information Systems, cartography, surveying, computer science, engineering or a related field **AND** one year of full-time paid (or the equivalent part-time) professional computer graphic design and web-based application development experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Geographic Information Systems, cartography, surveying, computer science, engineering or a related field **AND** three years of full-time paid (or the equivalent part-time) professional computer graphic design and web-based application development experience in a public or private planning, engineering, architectural, or similar technical agency using mapping software, computer aided design graphics (CAD) and/or database applications.

To apply, email cover letter and resume to jdrake@townithacany.gov

AND: File online application at <https://www.tompkinscivilservice.org/civilservice/apply/8848>

Filing deadline: open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721x115 or via email:

Jdrake@townithacany.gov

Civil Service Exam: Yes -provisional appointment with future exam

Hiring Rate: \$41.70/hr. hiring rate based on 40 hour per week schedule (2025=\$86,736 annualized)

Office Location: Public Works Facility, 114 Seven Mile Dr., Ithaca

Work Hours: Monday – Friday, 6:30 am – 3:00 pm

Benefits: Paid Holidays, Vacation, Sick and Personal time, Health and Life Insurance, NYS Retirement pension, free onsite parking. Optional programs: Dental and AFLAC insurance and Retirement 457b and Roth. Security of stable position with hours that allow for work life balance.