



City of Canandaigua – Research Aide (\$20.00 Hour)

The City of Canandaigua is hiring a full time, 12 week, seasonal worker to assist the City with its geographic information system (GIS) survey.

The position will require the ability to work in an office, as well as outdoors in a variety of weather conditions.

- Candidates must be to walk several miles in a day across a variety of terrains and possess a valid NYS driver's license.
- Candidates will assist in the collection of geographic data from the City's stormwater infrastructure.
- Candidates will assist in data entry, using ArcGIS software, map making and spatial analysis.
- Candidates must be able to work independently.

No prior job experience is necessary.

RESEARCH AIDE

MINIMUM QUALIFICATIONS: Possession of Associate's Degree, or higher.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the collection, interpretation, and presentation of data and information required for the completion of projects or to answer a special inquiry. The work is performed under direct supervision of a higher-level administrative employee with review accomplished through periodical conferences and monitoring of finished work; does related work as required.

SPECIAL NOTE: EDUCATION: 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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Employs research techniques to find and record broad data in a variety of subject areas;
Extracts information from various sources at the request of appointed top officials or citizen inquiries;
Updates and catalogs information;
Responds to written requests for information on assigned areas by means of letters or reports;
May assist in planning programs including education, public safety, housing conditions, land use, solid waste, zoning, construction, street and redevelopment projects, manpower utilization, and manpower needs;
Prepares promotional material;
Initiates telephone, written correspondence and personal contact to obtain necessary data and information;
Prepares reports and makes recommendations to appropriate officials based on research and surveys.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of the principles, methods and techniques current in the field of research; working knowledge of the basic operations of government; working knowledge of mathematical and statistical tools of research data collection and analysis; ability to prepare concise oral and written reports; ability to meet and relate effectively with the public; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

APPROVED: 7/6/94

REVISED: 9/13/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES