



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-081 **POSTING DATE*: FROM:** 11/19/25 **TO:** 12/1/25

JOB TITLE: Geographic Information System Specialist II (Promotional – Only open to qualified employees in Ontario County DPW - see Promotional Qualifications below- Pending) – New position effective 1/1/26

RATE OF PAY: \$74,214.40 - \$90,771.20/yr (\$35.68 - \$43.64/hr)

LOCATION: Ontario County Department of Public Works

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission

MINIMUM QUALIFICATIONS – PROMOTIONAL: Two (2) years permanent competitive status as a Geographic Information System Specialist in the Ontario County Department of Public Works.

APPLICATION DEADLINE / LAST FILING DATE*: 12/1/25

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Geographic Information Systems (GIS), Geography, Civil Engineering, Planning, Facilities Management, Facilities Engineering, Property Management, or a closely related field, AND three (3) years of professional full-time paid experience, or its part time equivalent in the GIS field and/or asset lifecycle management, preventive maintenance scheduling, and/or asset inventory tracking; OR
2. Possession of an Associate's Degree in Geographic Information Systems (GIS), Geography, Civil Engineering, Planning, Facilities Management, Facilities Engineering, Property Management, or a closely related field, AND five (5) years of professional full-time paid experience, or its part time equivalent in the GIS field and/or asset lifecycle management, preventive maintenance scheduling, and/or asset inventory tracking; OR
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

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.

MINIMUM QUALIFICATIONS – PROMOTIONAL: Two (2) years permanent competitive status as a Geographic Information System Specialist in the Ontario County Department of Public Works.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical work of moderately complex nature, responsible for advanced Geographic Information Systems (GIS) work combined with the administration of Enterprise Asset Management (EAM) functions and systems for Ontario County and/or a department. The work involves developing and maintaining GIS datasets and applications, administering EAM functions, and providing technical support and training to department staff and/or other County employees, in both GIS areas and EAM, including asset inventory, preventive maintenance scheduling, and lifecycle tracking of infrastructure and facilities. An incumbent in this class performs more complex and independent GIS assignments and projects than a Geographic Information System (GIS) Specialist, including administration and management of asset management systems, but does not have the program-level responsibility of a Geographic Information System (GIS) Coordinator. Work is performed under general supervision from higher-level administrative staff, with leeway for independent judgment in carrying out assignments and projects. May oversee departmental staff on a project or task basis as it relates to GIS or asset management initiatives. Does related work as required.

GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and maintains Geographic Information System datasets, applications, and maps to support departmental operations, planning, and analysis, including infrastructure, facilities, and other physical assets;

Performs advanced spatial analysis, including the use of aerial imagery, and produces maps, graphs, charts, and visualizations for use in planning, decision-making, and public communication;

Coordinates and administers departmental data integration into the County's enterprise GIS and asset management systems to ensure accuracy, consistency, and usability across departments;

Administers and supports the development, configuration, and maintenance of the County's Enterprise Asset Management (EAM) system, including asset inventory, preventive maintenance schedules, mapping components, and lifecycle tracking;

Provides technical support and training to staff in the use of GIS and asset management tools;

Performs GIS field work and consults with GIS Coordinator on projects;

Administers scheduling of work on GIS systems and supervises GPS data collection and studies;

Assists with the planning and execution of projects involving GIS and asset management, including research of pertinent resources and coordination with internal departments, consultants, and outside agencies;

Prepares reports, maps, brochures, procedures, and presentations for management, training, public communication, and capital planning;

Researches and evaluates new GIS and asset management tools, technologies, workflows, and best practices; recommends system enhancements as appropriate to the GIS Coordinator or other higher-level administrator;

Works with stakeholders and other employees to understand project specific needs and corrective maintenance process changes;

Supports GIS and asset management needs during emergency planning, drills, and real-time response.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of GIS system design, analysis, and management;

Thorough knowledge of computer-assisted mapping with emphasis on geographic information system applications to develop maps, charts, tables and graphs to illustrate geographic data;

Thorough knowledge of software used to create digital geographic data from hard copy maps and to maintain mapping database;

Thorough knowledge of departmental asset management needs such as asset registry/hierarchy, work orders, service requests, and preventative maintenance;

Good knowledge of departmental training and technological support needs as it relates to GIS and asset management;

Good knowledge of technological research methods and best practices as they relate to GIS and asset management;

Ability to collect, tabulate and visually display statistical data;

Ability to administer GIS database structures;

Ability to analyze problems with GIS tools;

Ability to inventory features using Global Positioning System (GPS), hardware and software;

Ability to manage both GIS and non-GIS functions of an Enterprise Asset Management System;

Ability to establish and maintain effective working relationships with a wide variety of people

Ability to communicate clearly and effectively, in English, both orally and in writing;

Ability to prepare accurate instructional documentation for GIS and non-GIS functions;

Ability to reason logically, both inductively and deductively;

Ability to understand complex oral and written directions;

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GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Ability to scope and review technical work of contracting agencies and other organizations;
Ability to work independently;
Initiative; dependability; sound judgment;
Physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 13, 2025
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTIONS: ONTARIO COUNTY
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES