



NEW YORK CITY DEPARTMENT OF CITY PLANNING

INFORMATION TECHNOLOGY DIVISION

GEOGRAPHIC SYSTEMS SECTION

GEOGRAPHIC TECHNICIAN

The Department has a vacancy for a Geographic Technician to serve in the Geographic Systems Section (GSS). Specifically, the Geographic Technician will be responsible for carrying out activities within GSS relating to geographic research, GIS data entry, editing, map production and quality assurance using GE/Smallworld suite of GIS applications and other database software packages.

RESPONSIBILITIES:

- Use Geographic Information System (GIS) software packages for the creation, maintenance and manipulation of digital geographic data in support of map production and other tasks.
- Work closely with supervisor and other project personnel, to maintain data consistency and task efficiency for multiple projects.
- Execute geographic file processing computer programs to support the agency=s and other city agencies= community planning efforts.
- Document work procedures and methodologies.
- Maintain knowledge of the function and application of GSS' Geosupport System.

MINIMUM REQUIREMENTS:

- A baccalaureate degree from an accredited college; or an associate degree with coursework in Cartography and/or GIS and two years of full time experience in city planning, geography or a related field.
- Candidates must be detail-oriented, perform work accurately and efficiently, and be able to follow standardized workflows and procedures.
- Strong research, analytical and organizational skills, ability to work effectively with others, to keep supervisory staff informed and to meet deadlines.

ADDITIONAL REQUIREMENTS:

- Must have effective analytical, organizational and written and oral communication skills and the demonstrated ability to meet goals and achieve results.
- Must have advanced knowledge of cartography and GIS concepts and basic PC and IBM Mainframe computer skills (MS Windows, MS Office, CICS, TSO)
- Experience writing reports and technical memos, and preparing presentations.
- Strong interpersonal skills and demonstrated ability to work effectively with others.
- Preference will be given to candidates with working knowledge and understanding of computerized Geographic Information Systems (GIS) technologies, such as Smallworld GIS, MapInfo GIS or ArcGIS.

CIVIL SERVICE TITLE: Part-Time City Planning Technician

SALARY RANGE: \$20.00 per hour

APPLICATION DEADLINE: POSTED UNTIL FILLED

Appointment to this position is subject to Office of Management and Budget (OMB) approval.

The candidate selected for this position must be a resident of the City of New York or become a resident within three months from the date of appointment.

- **Resumes are accepted by mail or email (preferred).**
- **Telephone calls and inquiries are not permitted.**
- **Only applicants scheduled for interviews will be contacted.**

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