



**BYRON W. BROWN**  
Mayor of Buffalo

**DARYL SPRINGER**  
Chief Information Officer

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## MANAGEMENT INFORMATION SYSTEMS

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Wednesday, September 1, 2021

### **CIVIL SERVICE JOB OPENING**

**Title of Position:** GIS Specialist  
**Number of Vacancies:** One (1) (Provisional) MIS  
**Salary Range:** \$47,606 - \$54,669

**Please review the job specifications attached**

All applicants must submit a resume and cover letter for this position, specifically detailing all experience, Frank Honrado, Systems Administrator, Room 1201 City Hall, 65 Niagara Sq., Buffalo, NY 14202 or via email to [fhonrado@buffalony.gov](mailto:fhonrado@buffalony.gov). Submissions must be received no later than **Monday, September 20, 2021**. Permanent residence within the City of Buffalo is required for this position.

Daryl Springer  
Chief Information Officer , MIS

## GIS Specialist

### Distinguishing Features of the Class

This is a technical position responsible for development, maintenance and support of the City of Buffalo's Geographic Information System (GIS), applications and mapping needs. Incumbents work closely with other IT staff to resolve technical problems and reports to the Chief Information Officer or a designee. No supervisory duties are exercised.

### Typical Work Activities

Supports all Geographic Information System (GIS) and Global Positioning System (GPS) based applications for the City of Buffalo;

- maintains GIS servers and related software;
- maintains GIS component of the City's website;

Maintains and supports mapping software such as ArcGIS and other ESRI based software;

Develops and prepares maps for city departments;

Maintains the City's geo-spatial data layers and related databases;

May be required to provide user support;

Performs project management tasks for related IT projects;

Designs GIS related computer programs for an assigned project;

- Develops code using programming language such as VISUAL BASIC, ACCESS, SQL etc.;
- Documents internal logic of programs using flow charts, decision tables and other means;

Test and Debugs GIS related programs;

Trains users in usage of GIS related programs;

Performs related duties as required.

### Full Performance Knowledge, Skills, Abilities and Personal Characteristics

Thorough knowledge of ESRI ArcGIS software;

Good knowledge of Microsoft SQL server;

Working knowledge of programming;

Working knowledge of Visual Basic and Java;

Working knowledge of Microsoft Office Suite i.e. Access, Word, Excel, Outlook, PowerPoint, MS Project, etc.);

Ability to identify errors and problem solve;

Ability to understand and interpret written instructions and directions;

Ability to prepared written material;

Ability to effectively communicate both orally and in writing;

Physical condition commensurate with the duties of the position.

### Minimum Qualifications

(A) Bachelor's Degree from an accredited college or university in **Geographic Information Systems (GIS)** ;

OR

(B) Bachelor's Degree from an accredited college or university in **Computer Science, Computer Systems Management, Information Systems management** or a closely related field and one year of full-time experience in managing and supporting a Geographic Information System (GIS);

OR

(C) Associate's Degree from an accredited college or university in **Geographic Information Systems (GIS)** or a closely related field and two years of full-time experience in managing and supporting a Geographic Information System (GIS).

OR

(D) An equivalent combination within the limits of A and B and C.

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of appointment.