

## **Job Posting for: Geographic Information Systems/Information Technology Specialist (GIS/IT Specialist)**

Southern Cayuga Lake Intermunicipal Water Commission, AKA: **Bolton Point Water System** at 1402 East Shore Drive, Ithaca, NY, is owned by five municipalities – towns of Ithaca, Lansing and Dryden and villages of Lansing and Cayuga Heights. The Commission was created for the common benefit of its five municipalities to provide high quality water at the lowest possible cost. The Commission insists on maintaining its status as a successful example of municipal cooperation. As an **Equal Opportunity Employer Bolton Point Water System strongly values a diverse and inclusive workforce.**

**Bolton Point Water System** is an organization that prides itself on employee involvement and great customer services. Our customers year after year have rated Bolton Point staff as having excellent customer service skills. The 20 employees at Bolton Point have rated the organization high on being an ethical and moral organization with an emphasis on being an engaging and family friendly organization. Managers encourage and promote a culture of inclusion, collaboration, open communication and commitment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This skilled technical position involves the responsibility for the development, maintenance and operation of a Geographic Information System (GIS), the day-to-day maintenance of the Commission's information technology system (ITS) and related data collection activities of the Southern Cayuga Lake Intermunicipal Water Commission. Incumbent prepares a variety of analytical and mapping products related to the water system, using geographic information system computer software; acquires, develops, updates and maintains GIS electronic spatial databases; operates computer-aided drafting equipment, collaborates on Asset Management program, manages the website and coordinates and maintains the Commission's computer network system. The work is performed under the general supervision of the Distribution Manager with latitude allowed for the exercise of independent judgment when planning work methods and procedures to achieve end goals. This position requires the ability to work with a high degree of autonomy making daily independent judgment when implementing projects and completing assigned tasks.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in geographic information systems, planning, engineering, computer science or a related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design 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 college with an Associate's Degree in geography, engineering science, computer science or a related field **AND** three year of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design 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**
- C) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) professional computer graphic design 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**
- D) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job.

**Submit county application at**

**<https://www.tompkinscivilservice.org/civilservice/apply/8122>**

Please attach a cover letter and resume when filing the application online.

**Filing deadline: Monday, October 2, 2023 by 4:00 pm**

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

[Jdrake@town.ithaca.ny.us](mailto:Jdrake@town.ithaca.ny.us)

**Civil Service Exam:** Yes- provisional appointment

**Hiring Rate:** \$29.15 per hour plus NYS Retirement Pension, Paid Holidays and other time off, Health, Dental and Life Insurance.