<table>
<thead>
<tr>
<th><strong>Office Title:</strong> Associate GIS Specialist</th>
<th><strong>Civil Service Title:</strong> Computer Associate (OP)</th>
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<tbody>
<tr>
<td><strong>Level:</strong> 2</td>
<td><strong>Salary Range:</strong> $75,000 - $85,000</td>
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<tr>
<td><strong>Division / Work Unit:</strong> Information Technology Division/EDM GIS</td>
<td><strong>Number of Positions:</strong> 1</td>
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<td><strong>Job ID:</strong> 537084</td>
<td><strong>Hours / Shift:</strong> Monday – Friday (9am -5pm)</td>
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<tr>
<td><strong>Position Status:</strong> Full-Time / Permanent</td>
<td><strong>Application Deadline:</strong> Until Filled</td>
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**DISCLAIMER:** The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

**THE AGENCY**
The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the $1 billion Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**
Information Technology Division (ITD) is responsible for supporting the agency’s technology footprint
including technology infrastructure across five boroughs, as well as workflow applications and databases for analytics and decision making. The division is comprised of 50+ inter-disciplinary staff with specialties in desktop support, server engineering, telecom, application development, database maintenance, data processing, data visualization and mapping, amongst many others. The division provides technology support for agency staff across five boroughs.

The Enterprise Data Management (EDM) section within ITD is responsible for creating and implementing the agency’s data strategy and data governance policy; updating and maintaining core citywide datasets in support of 911 dispatch and the operations of city agencies; and improving the creation, use, and availability of geospatial data sets within the agency.

**THE ROLE**

ITD’s Enterprise Data Management (EDM) section is seeking a skilled and highly motivated Associate GIS Specialist to join the Geographic Information Systems (GIS) team. DCP’s GIS team is responsible for managing the agency’s extensive geographic data warehouse, collaborating on the agency’s data strategy, and promoting good data practices amongst data users throughout the agency. The Associate GIS Specialist will work to improve users’ experiences by understanding their use cases and devising solutions to meet their needs; providing guidance on the use of ArcGIS Pro and other GIS software; improving software performance; expanding data offerings; and building spatial tools to automate tasks. The new hire will have a lead role in building tools to improve how the GIS team completes regular tasks and processes, re-envisioning the GIS technologies used by the agency’s 100+ GIS users, and documenting processes and procedures. The ideal candidate will be passionate about data literacy, quality, and accessibility, and excited about advancing the adoption of new technologies in DCP and City government.

Under limited supervision, the Associate GIS Specialist’s primary areas of responsibility include, but are not limited to:

- With guidance from management, collaborate on the improvement, maintenance, and modernization of DCP’s GIS and data management infrastructure.
- Conduct outreach to GIS users within DCP to understand their use cases for geospatial data, spatial analysis, web mapping, and automated work processes, using this to inform improvements and future projects.
- Research and promote new ways to leverage GIS technologies within the agency.
- Provide technical assistance and support for internal users.
- Promote good data and documentation practices amongst data users throughout the agency, ensuring that users can find the data they need, understand the appropriate uses of the data, and follow best practices for creating data sets within their areas of expertise.
- Assist the Open Data Coordinator in maintaining and expanding the agency’s open data offerings and responding to questions about agency data from the public.
- Develop strong understanding of data sets produced by City Planning, and both how planners use the data and how the data are used in public-facing applications.
- Share accomplishments and lessons learned via blog posts, presentations, or other mediums.

**PREFERRED QUALIFICATIONS:**

- Four or more years of experience with Esri products, including ArcMap, ArcGIS Pro, and ArcGIS Online.
- Experience with ArcSDE and SQL Server or other RDBMS.
- Familiarity with open-source GIS software, such as QGIS or PostGIS, and experience with web mapping technologies like Carto.
- Proficient in Python and SQL, and demonstrated use of Python scripting for ArcGIS.
- Strong research, analytical, and organizational skills.
- Excellent interpersonal, verbal, and written communication skills.
- Practical experience writing and maintaining documentation and metadata.
- Ability to set priorities and meet deadlines.
- Familiarity with and experience collaborating in GitHub.

**MINIMUM REQUIREMENTS:**
Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time computer operations experience, in a large-scale networked, multi-tiered, or mainframe computer environment, or two years of satisfactory data communications network experience working in a mainframe or multi-tiered computer environment; or

2. A baccalaureate degree from an accredited college or university and three years of satisfactory full-time experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience as described in "1" above; or

4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time experience as described in "1" above.

**TO APPLY:** All applications must be submitted through ESS

**City Employees**
1. Log in to ESS.
2. Search for job ID number: 537084
3. Click on the job business title: Associate GIS Specialist
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Please visit: [https://www1.nyc.gov/jobs/](https://www1.nyc.gov/jobs/) and follow the steps below:
1. Search for job ID number: 537084
2. Click on the job business title: Associate GIS Specialist
3. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**PLEASE NOTE:** New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to
reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual’s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.