

**Suffolk County Department of Economic Development and Planning is seeking a  
CARTOGRAPHER (PLANNING) in Hauppauge, NY**

**Minimum Job Requirements:**

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Geospatial Imagery, Cartography, Drafting, Design Technology, Civil Engineering, Map Drafting, Geographic Information Systems technology or a related field, and six (6) years of experience working with Geographic Information Systems technology, four (4) years of which must have been in a supervisory capacity; or,
- b) Graduation from a standard senior high, possession of a high school equivalency diploma or graduation from a drafting certificate program at a vocational school or an accredited institution, and ten (10) years of experience working with Geographic Information Systems technology, four (4) years of which must have been in a supervisory capacity; or,
- c) An equivalent combination of education and experience as defined by the limits of a) and b).

The successful candidate will possess excellent written and verbal communication skills and be a self-starter who works well with small teams as well as individually

**Position Overview**

Under the direction of the Director of Planning, the Cartographer operates, oversees and maintains projects and databases using the County's Geographic Information System (GIS). The Cartographer coordinates GIS activities among all Divisions within the Department of Economic Development and Planning, and is a liaison between the Department and other organizations. The position coordinates, manages, and directs GIS database/applications development, definitions, maintenance, supervision of personnel, quality control, and implementation. The Cartographer provides assistance and coordination of drafting, mapping, graphic illustrations, and related report preparation for the Department. The position provides training for GIS operators within the Department and does related work as required.

Supervision is exercised over a technical staff engaged in the preparation of maps, visual aids and various graphics work. Responsibility is included for determining the appropriate methods and materials to be utilized in executing the assignment and for quality control.

**Roles and Responsibilities Include:**

**Data Sharing, Integration, Migration and Technology Facilitation:**

- Initiates the sharing of high-quality data across the Department, with other County Departments, with consultants, vendors and the public;
- Reviews current databases and implements recommendations in consultation with DoIT to standardize data and effectuate data migration to facilitate sharing;
- Assigns, supervises, facilitates, and reviews the work of staff, consultants, and vendors for quality assurance in the preparation of and distribution of various requested work products including maps, as necessary;
- Identifies opportunities for technology modernization, workflow improvements, and coordinates with DoIT; and
- Provides GIS training and support for Department personnel.

**Data Analysis:**

- Facilitates and oversees statistical analysis on data using GIS software;
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Performs complex statistical analysis on data to find geospatial data/solutions to EDP questions in a GIS environment (i.e. perform queries using SQL language to pull out parcels of interest, create buffers and other spatial parameters based on project guidelines); and

- Oversees the production of visual representations of geospatial data for presentation purposes.

**Other Duties:**

- Facilitates GIS data archiving;
- Represents the County at User Group meetings; and
- Leads and participates in certification courses to keep abreast of latest advances in technology in GIS.

Salary commensurate with experience

Qualified candidates ONLY please send cover letter and resume to Alan Schneider at:

[sc.personnel@suffolkcountyny.gov](mailto:sc.personnel@suffolkcountyny.gov)

Suffolk County Government is an Equal Opportunity Employer

Suffolk County Residency Required