

## **WATER DISTRICT PROGRAM SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The Latham Water District (LWD) Water District Program Specialist is responsible for management and maintenance of data and systems associated with the Latham Water District. The Water District Program Specialist works under the general supervision of Water Engineer and interacts with the Town's Management Information Services GIS staff as necessary. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:**

Manages and implements programs related to drinking water regulations such as but not limited to: Lead and Copper Rule, Disinfection Byproduct rules, Total Coliform Rules, etc.;

Establishes GIS procedures and protocols for LWD use and operations consistent with guidelines established by MIS;

Coordinates with the MIS Department on the installation, troubleshooting and maintenance of GIS software, interfaces and peripheral devices;

Maintains all data interfaces to GIS system for all LWD systems;

Works with the Town's GIS Coordinator to analyze, evaluate, and integrate department data into the enterprise GIS system;

Evaluates Latham Water work processes and recommends changes to provide better, faster, GIS information;

Interacts with consultants, vendors, customers, contractors, and utilizes various social media platforms when necessary;

Assists in selection and purchase of GIS software and related hardware;

Trains Latham Water District users in GIS asset management and permitting applications;

Generates and maintains maps for the Latham Water District;

Develops, implements, and manages a Community Outreach program as required by various drinking water regulations;

Develops implements, and manages the operations dashboards for Latham Water staff;

Utilizes, manages, and updates Water Distribution System Hydraulic modeling software;

Works with Mohawk View Water Treatment Plant Laboratory to manage data systems to ensure compliance with drinking water regulations;

Acts to assure accurate and updated GIS data and information;

Review parcel splits and merges and coordinates changes with water billing staff;

Works with the Town's GIS staff and outside contractors, vendors, and customers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles, practices, terms and equipment used in the operation and management of a GIS project; strong technical knowledge of network systems; good project management and time management skills; strong communication skills, ability to assist management and department staff in adapting to GIS work process change.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Computer Sciences, Geographic Information Systems, Geography, Civil/Environmental Engineering or related field and four (4) years of full time professional experience in GIS operation and management, demonstrating technical expertise in ESRI ArcGIS Enterprise.

Note: The degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. The candidate must pay the required evaluation fee.

Town of Colonie  
Personnel Officer  
Adopted 11/1/23