



CLASS SPECIFICATION

Class Code: 60003004
Date Established: 09/1994
Last reviewed: 09/2023
Last Revised: 09/2023
Last Title Change: 03/2013
FLSA: non-exempt
Probation: 12 months

GIS MAPPING SUPERVISOR

DEFINITION

Under general direction, plans, coordinates and supervises all mapping staff and activities for assessment mapping including administration of the Assessor's multilayer geodatabase; and performs all related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate degree in geography, GIS, surveying, cartography or a closely related field AND four years of full-time experience with spatial data and the maintenance of a GIS database; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise and direct the GIS assessment mapping functions in the County Assessor's Office including the administration of the Assessor's multilayer geodatabase.

Create cadastral maps from the Assessor's geodatabase, existing maps and recorded documents from the County Recorder's Office using ESRI based software solutions.

Develop, implement, and evaluate quality standards and production methods.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Delegate and monitor workload to meet deadlines.

Review incoming documents for possible violations of State Revised Statutes.

Supervise and oversee the GIS mapping software including the storage of digital data, documentation of computer problems and contacting of technical support to resolve computer problems.

Research and resolve problems with difficult property descriptions and discrepancies in legal documents and maps.

Create or direct the creation of special overlays and compose plots in support of staff projects and presentations by combining information from a variety of existing digital data.

Review and verify the accuracy of work performed by assigned staff, ensuring consistency, proper quality and quantity and compliance with applicable laws and guidelines established by regulatory authorities.

Facilitate the resolution of discrepancies in legal descriptions and ownership of real property, by researching historical documents, maps, and precedents.

Notify property owners, title companies, surveying firms and other government agencies of records conflicts.

Recommend and justify equipment and staff enhancements needed to ensure the success of the Assessor's GIS mapping.

Ensure that computer hardware is maintained, software installed and tested and troubleshooting of system is performed to identify and correct problems.

Discuss laws and regulations regarding the recording of maps and documents with property owners, title companies, law firms and surveyors, noting possible violations of State law and notifying other County departments and authorities of possible violations.

Evaluate operational performance, review work methods and procedures, and develop changes in work processes, work flow, and/or equipment to promote effective and efficient operations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies.

Computer software specific to the department/division.

State and local laws, ordinances, and regulations pertinent to mapping.

Principles and procedures of computer assisted mapping related to Geographic Information Systems.

Ability to:

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct the operations of the Mapping Division to accomplish established goals and objectives and optimize efficiency.

Use department GIS mapping software and peripheral equipment.

Identify problems in complex property descriptions and documents.

Prepare annual budget requests.

Assess future equipment needs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Cadastral and Geographic Information System mapping principles and practices.

Principles and practices of supervision including motivating and coaching employees, training, performance management, and progressive discipline.

ESRI's ArcGIS software, parcel fabric and COGO (coordinate geometry).

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop and implement recommendations regarding work procedures and cost-effective services.

Research and analyze property descriptions and documents, applying principles, facts, evidence, and precedents.

Develop cadastral maps using ESRI based computerized mapping software.

Interpret and apply regulations, policies, and procedures.

Read, interpret, and analyze property information and legal descriptions.

Communicate effectively both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work, including division staff, property owners, title companies, surveyors, general public, and representatives of other departments.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, printers, plotters, scanners, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.