CLASS SPECIFICATION

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. Supervises and monitors the production of digital maps produced from the Assessor’s geodatabase; and performs all related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of mapping experience using ESRI based GIS technology. A bachelor’s degree from an accredited college or university in surveying, geography, cartography, computer science or similar technical field may substitute for two years of the required experience.

LICENSE OR CERTIFICATE

GIS certification or the IAAO (International Association of Assessing Officers) CMS (Cadastral Mapping Specialist) professional designation is highly desirable.

SUPERVISION EXERCISED

 Exercises direct supervision over clerical and technical support staff.

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, including hiring, training, work assignment and review, employee discipline and performance evaluation.

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.

**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.

Principals 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.

ESRI’s ArcGIS software and Geographic Information Systems (GIS) and their capabilities.

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.

Communicate effectively both orally and in writing.

Maintain effective working relationships with 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 standard office environment. Ability to lift and move objects weighing up to 25 lbs.

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