

FROM (DEPT/ DIVISION): GIS

SUBJECT: Creation of GIS Supervisor Cartographer Position

<p>Background: As Umatilla County grows, our GIS department needs to grow in order to complete the work that is required. We are asking for a new position of GIS Supervisor/Cartographer. Over the years several departments have add staff to do their own GIS work they needed done. Working with the Planning Department and Sheriff’s Office, our intent is to bring all GIS related work under one umbrella to serve all Umatilla County departments. We have also been approached by other Eastern Oregon counties about providing GIS work for them. This is an opportunity to bring revenue into the GIS department. With the addition of this position and another cartographer position we would be able to provide services to other counties for a fee and meet the needs of our own county.</p>	<p>Requested Action: Approve the creation of a GIS Supervisor/Cartographer Position.</p>
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ATTACHMENTS:

Date: () Submitted By:

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: November 30, 2022

Action taken:

Follow-up:



UMATILLA COUNTY POSITION DESCRIPTION

Department: Assessment & Taxation
Position Title: GIS Supervisor/Cartographer

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 30
Union Covered: Yes **BOLI Exempt:** Yes

GENERAL DESCRIPTION OF POSITION

The Geographic Information Systems (GIS) Supervisor / Cartographer will develop and manage GIS applications of the county's GIS program; coordinate GIS activities between various groups, agencies, departments, or individuals; represent the County functions at the local, regional, state and federal levels and other work as required. Perform complex technical work in the planning, creation, maintenance, and retrieval of data from the County's (GIS) and related software applications. Lead the design and development of GIS, GIS infrastructure, and GIS programs. Recommend and establish standards and procedures for GIS, map production, and data base or asset management programs. Write programs to interface third-party software and GIS or asset management systems. May independently perform preliminary analysis and design phases of a system development/revision project, conduct studies and recommend implementation of advanced procedural methods.

This position is responsible for the management of solving boundary and ownership problems, and adjusting cadastral maps and records as deemed necessary following review of various kinds of source documents. The position will act as a liaison with County departments utilizing GIS or requiring GIS services. Provides mapping services to the public, as requested.

SUPERVISORY RELATIONSHIPS

Works under the direction of the Director of Assessment and Taxation. Employee is responsible for management of the GIS program and the supervision, technical oversight, support and training of the program assigned staff. Member of the assessment and taxation management team and responsible for contributing to the creation of and adherence to the goals of the department.

PRINCIPAL DUTIES OF POSITION

1. Develops and maintains complex programs for County departments utilizing GIS; provides explanation of GIS processes and procedures to staff with varying levels of GIS expertise; works with staff towards the creation of necessary GIS solutions.
2. Recommends standards and procedures for regular GIS activities, updates, maintenance, and processes, and works with lower level GIS staff to automate and perform same.

3. Provides input and establishes GIS and asset management infrastructure; works with information technology staff to implement GIS for use by all County departments.
4. Writes code for the integration of third-party software, external databases, spreadsheets, and other data sources to GIS and/or asset management systems.
5. Responsible for the supervision and management of all GIS staff.
6. Advises, assists and trains staff as necessary.
7. Serves as primary contact with administrative or management personnel regarding GIS applications and requirements; conducts needs analysis, analyzes and prioritizes users' requests for service changes; develops proposals to meet the requests.
8. Assists the Assessment and Taxation Director in the development of short- and long-range GIS plans, goals and objectives for assigned operations; coordinates assigned activities with other County departments and outside governmental agencies.
9. Works with county department, governmental agencies and the public to obtain and maintain accurate and consistent data.
10. Provides input on technology and budgetary needs for the GIS.
11. Prepares complex reports for submittal to internal and external customers and agencies.
12. Develop survey, data collection solutions, and mobile applications for use with GIS and asset management systems.
13. Oversees and delegates responses to inquiries from the general public, utilities, contractors, and other agencies regarding GIS data, products, and services.
14. Performs duties of GIS Staff, as necessary.
15. Develops and creates cadastral maps for the County Assessor
16. Reviews survey and legal deeds
17. Performs title searches to verify property ownership
18. Writes and manages ORMAP grants
19. Seeks grants or agreements with other agencies to provide GIS services
20. May be assigned to complete contract Cartography services for other jurisdictions
21. Promotes use of GIS by County departments and insures that the geographic information needs of all County departments are met with maximum utilization of existing resources.
22. Administers licensing agreements, memorandum of understanding, marketing agreements and use agreements.
23. Develops public information policies and procedures.
24. Directs and participates in the development and maintenance of GIS metadata.
25. Maintains spatial data for all pertinent county departments, including cadastral data for production of Assessor maps
26. Create and maintain tax lots and ownership information in the Assessor's CAMA system

along with taxing code areas.

OTHER DUTIES OF POSITION

1. (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)
2. Perform all other duties and responsibilities as assigned.

REQUIREMENTS FOR POSITION

- College degree from an accredited four-year college with major work in GIS, Geography, Computer Science, or related field OR any combination education and experience related to advanced GIS concepts and automated mapping procedures including reading legal descriptions, reading survey maps, chain of title, or other relevant field as determined by the hiring authority may substitute for the degree.
- Use of Technology: Strong working knowledge of computer programs including but not limited to ERSI (ArcGIS), Python, NRCS soil mapping, Google Maps, Excel, Word, PowerPoint, Adobe. Including the knowledge of mobile application creation and use.
- Knowledge of cartographic principles developed by the State of Oregon.
- Ability to use GIS hardware and software, as well as database software, to input/output, manipulate, or edit spatial or tabular data.
- Ability to interpret maps and property legal descriptions.
- GIS Professional Certification (GISP) preferred.
- Valid driver's license required.
- Requires excellent customer service both internally and externally.
- Develop and maintain constructive and cooperative working relationships with community agencies and others.
- Ability to speak and communicate both orally and in writing in both individual and group settings to professional organizations, public entities, governing bodies, senior management, employees, clients and the public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Excellent problem-solving skills.
- Demonstrated ability to identify and implement solutions problems quickly in high pressure situations with professionalism.
- Ability to interpret and evaluate facts in relation to laws, rules, regulations and policies.
- Research available grants, prepare grant documents for application and reporting.
- Ability to adapt to new technologies; troubleshoot problems including discrepancies in aerial mapping overlays between truth north and magnetic north; and utilize technology to increase productivity and keep technical skills up to date as necessary for continued growth and success of the department.
- Must be a respectful member of the County team, which includes communicating and working effectively and appropriately with a variety of individuals or groups.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Develop specific goals and plans to prioritize, organize workload and problem solve to

meet deadlines.

- Observe, receive and otherwise obtain information from all relevant sources.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Ability to understand technical manuals and follow established procedures.
- Speak, read write Spanish, preferred.
- Regular attendance is an essential function of the position.
- Must successfully pass a background check and drug screen.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS & EQUIPMENT USED

Computer/Tablet, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature/Date