

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
() Action

FROM (DEPT/ DIVISION): GIS

SUBJECT: Creation of Additional Cartographer Position

<p>Background: As the County has converted over to the ESRI system, it has become apparent to our GIS department that our information layers are not fully functional. This additional position would allow us to complete road, railroad, right of ways and easements layers along with keeping up with our current segregation, partitions, boundary adjustments, and combination work that is seeing unprecedented growth. This position would also be involved in emergency management and have GIS layers ready to use for emergency response. The position would also take over GIS responsibilities that two other people did in the planning department. We would remove GIS work out of planning and put it all under one department that will respond to all departments GIS needs. This position will also take over the Helion side for creating accounts, processing partitions, boundary line adjustments, and combinations. Currently, the A &T Director does this job.</p>	<p>Requested Action: Approve the creation of an additional Cartographer position.</p>
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ATTACHMENTS: Job Description

Date: () Submitted By:

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

Checkoffs:

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

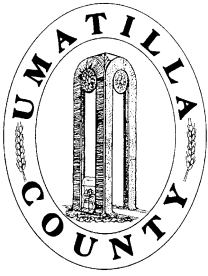
To be notified of Meeting:

Needed at Meeting:

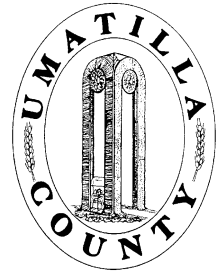
Scheduled for meeting on: November 30, 2022

Action taken:

Follow-up:



UMATILLA COUNTY POSITION DESCRIPTION



Department: *Assessment and Taxation*
Position Title: *Cartographer*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range: 28**
Union Covered: Yes **BOLI Exempt: No**

GENERAL DESCRIPTION OF POSITION

Develop and maintain the County cadastral and GIS mapping system. Apply cartographic principles and practices to maintain records and cadastral and GIS maps. Aid the Assessor's Office in the identification, location, inventory and mapping of land for assessment and valuation of property. Prepare a variety of cartographic maps; solve problems requiring knowledge of the subject matter of surveying, mapping and legal ownership. Perform all types of cartographic projects such as partitions, segregations and consolidations, research and resolution of ownership, boundary and taxing district issues.

SUPERVISORY RELATIONSHIPS

Works under the direction of the Director of Assessment and Taxation. Employee is responsible for management timelines in order to ensure tasks and deadlines are met in accordance with this scope of this position. Supervision of other employees is not a responsibility of this position; however, incumbent provides technical oversight, support and training to other personnel as assigned.

PRINCIPAL DUTIES OF POSITION

1. Plans, coordinates, and guides the County's GIS support activities including the implementation of new GIS technology and software; researches new technologies and makes appropriate recommendations to management.
2. Initiates and oversees the development of public access web-based maps for querying and viewing county data, documents, and maps; coordinates, develops, tests, and supports web-based applications for viewing, browsing and analyzing GIS and land-based information by County staff and the public using GIS tools and software.
3. Confer with Assessor to ensure effective prioritization and timelines on significant projects that effect the property tax bill and various staff throughout the department or property owners.
4. Oversees, leads, and coordinates the County's Aerial Photography (Orthophoto) and LiDAR product acquisitions; represents the County in joint local, regional, or State-wide projects to acquire and maintain imagery products; performs work related to store imagery on County infrastructure and integrate products with County GIS Data.
5. Provides basic training and technical assistance to County GIS users in the operation of standard

GIS desktop and online mapping applications.

6. Produces custom maps of land information to meet specific County GIS user needs and answers inquiries from County staff, the public, and other agencies regarding County GIS.
7. Oversees service contracts for data conversion and application development.
8. Work closely with the County Planning Department and County Surveyor on boundary changes, segregation, partitions and other related activities.
9. Plot annexations, formations, mergers, consolidations, and withdrawals of taxing districts on code, cadastral, and GIS maps; record changes on maps, tax lot records, and assessment rolls; prepare new boundary maps for new districts.
10. Prepare segregation, consolidations, and partitions of property by plotting new boundaries on a map, computing acreage of new parcel, assigning new tax lot and account number, and preparing maps for map books.
11. Construct complex maps such as base control maps, cadastral paper, GIS maps, and specialized maps from beginning to finalization; revise maps to conform to official government land surveys, highway maps, BLM public land surveys, and new aerial photos.
12. Receive and review deed records and other instruments indicating ownership changes of property and change to the assessment roll and other pertinent records.
13. Review subdivision and condominiums for conformity to statutes and revise maps and assessment roll to reflect new subdivisions or condominiums.
14. Perform extensive title searches to determine ownership of properties; review ownership boundary, taxing district, tax code area issues; interprets legal descriptions.
15. Assist other departments, agencies, and the public with property questions or complaints regarding cadastral and GIS maps and records.
16. Prepare and maintain records, reports, and statistical data, including data entry using CAMA software and various databases.
17. Maintain those portions of the GIS database, which are the responsibility of the Assessor. Work with the Oregon Department of Revenue to protect the integrity of the data, maps, programs, and applications.

OTHER DUTIES OF POSITION

1. Assist the public, title companies and other local agencies/departments; answers questions and solve problems in matters concerning maps, ownership, district boundaries and code areas.
2. Communicate and coordinate GIS needs with Land Use Planning, Information Services Division and other County GIS users to develop and implement a Geographical Information System, develop maps from that system.

3. Read, understand, and be able to answer staff and public inquiries relative to ownership, title requirements, deed descriptions, and map specifics.
4. Thorough knowledge of cartographic drafting and various graphic techniques, including current symbols, nomenclature, techniques, and instruments used in drafting and mapping; modern office management techniques and practices; and Assessment & Taxation Division records and maps. Considerable knowledge of algebra, trigonometry and geometry; survey methods, techniques and practices; and laws governing annexations, segregations, and subdivisions, etc.
5. Maintain 911 Master Address list.
6. Responds to requests for information regarding maps, accounts and other records.
7. Coordinate with US Census Bureau on population related reports including but not limited to submitting annual Boundary and Annexation Survey.
8. During County emergencies may be responsible for providing mapping support for emergency needs.

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 legal descriptions, reading survey maps, chain of title, or other relevant field as determined by the hiring authority may substitute for the degree.
- GIS Professional Certification (GISP) preferred.
- 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.
- Use of Technology: Strong working knowledge of computer programs including but not limited to ERSI (ArcGIS), NRCS soil mapping, Google Maps, Excel, Word, PowerPoint, Adobe.
- 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 and accomplish work.

- Observe, receive and otherwise obtain information from all relevant sources.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Speak, read write Spanish, preferred.

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 and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, 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's Signature/Date