



<b>WORKING TITLE:</b> CARTOGRAPHER/GIS ASSESSMENT ANALYST	<b>CLASSIFICATION:</b> ANALYST II (GEOGRAPHICAL INFORMATION SYSTEMS)
<b>DEPARTMENT:</b> ASSESSMENT & TAX	<b>DIVISION:</b> CARTOGRAPHY/GIS
<b>PAY RANGE:</b> OPEU 20	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> DECEMBER 2017

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Plans and supervises drafting and preparation of maps and related records. Performs high-level analytical and technical tasks necessary for the development, integration and implementation of geographical information systems (GIS) applications and CAMA systems within the Assessor’s Office. Involves considerable interaction, cooperation, and collaboration with other GIS analysts and vendors. Is expected to be resourceful in the creation of GIS solutions and to provide significant leadership skills in development of GIS applications for the Assessor’s Office.

**SUPERVISION RECEIVED:** Reports to the Deputy Assessor.

**SUPERVISION EXERCISED:** Supervises subordinate personnel engaged in the preparation of maps and related records, including deed processing. Provides training, assigns duties and assists in the evaluation of performance of assigned personnel.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Plan, supervise, coordinate and participate in all department cartographic and other drafting activities.
- Review boundary changes and legal descriptions related to property transactions.
- Update maps from surveys, plats, deeds and other sources of information.
- Understands and performs according to policies and procedures related to the development and/or integration of GIS applications and the current CAMA system in the Assessor’s Office.
- Compile, verify, input and maintain data into GIS shapefiles and geodatabases; create and maintain metadata and other technical documents for GIS datasets.
- Create custom scripts, tools, layers and applications for use in the GIS and CAMA environments using programs such as ArcGIS, Python (ArcPy), Model Builder, Visual Basics for Applications, and SQL. Automate frequently used processes and tasks.
- Develop mobile GIS applications that integrate directly with the CAMA system to streamline field data collection by appraisers.
- Develop and maintains a network of contacts in the GIS industry for professional development, partnership opportunities, and technical support.
- Develop and maintain strong project management skills necessary for the complete implementation of GIS projects from conceptions to full implementation.
- Maintain technical productivity by exercising judgment and makes technical decisions in accordance with policies and practices of the position with regard to county, state, and federal laws and regulations.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Cartographic and other drafting principles and practices in the preparation of maps, using CAD and CAM systems.
- Principles, theories, and methods of GIS project management or related applications.
- Database management concepts and structures.
- Interrelationships of project planning, applications development, database administration, system requirements and creation of products and services.
- Current developments, trends, and technologies within the GIS field.
- Principles and methods of implementing technical product specifications.
- Principles and practices of building partnerships with end customers.

### **ABILITY TO:**

- Develop and update maps.
- Develop GIS products and services including shapefiles, geodatabases, applications, map layers and other data sets in the Assessor's Office.
- Comprehend and problem-solve data base systems using GIS computer equipment and software.
- Interface GIS solutions, systems, and functions to meet Assessor Office needs and produce cost-effective products that increase productivity and accuracy.
- Establish and maintain effective working relationships with user staff, system clients, consultants, software, and hardware suppliers.
- Understand and implement GIS policies and procedures, to think conceptually, analyze data, and specify recommended courses of action.
- Communicate effectively both orally and in writing.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree with major course work in computer science, engineering, or a closely related field. Any combination of education and experience, which would likely provide the necessary knowledge, skills, and abilities. A typical way to obtain the necessary knowledge and abilities would be five years' experience in a highly technical computer-related position, at least two of which include development of GIS or other engineering-related applications for computer systems. Must have a strong understanding of GIS applications, GPS theories, cartography, mapping, computer networks, presentation methods and land surveying. Additional training or experience in related fields can substitute for educational training.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

*The physical demands 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 functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training that ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*