



GIS/CARTOGRAPHIC SUPERVISOR

Classification #: 324

FLSA: Exempt

EEOC: 02

GENERAL STATEMENT OF DUTIES:

Plans, organizes and supervises cartographers to ensure the development, preparation, installation and maintenance of Marion County's standard cadastral map system. Provides the supervision and direction for Geographic Information System (GIS) technicians in developing and programming GIS applications for use by internal and external customers, including translating geographic and demographic data. Supervises and directs the clerical staff in developing and maintaining property ownership records for assessment and taxation purposes.

SUPERVISION RECEIVED:

Works under the supervision of the County Assessor who assign duties and review work for conformance to prescribed policies and procedures.

SUPERVISION EXERCISED:

Exercises working supervision over GIS/Cartographic Specialists and clerks. Conducts performance evaluations, coaches, counsels, recommends disciplinary actions, assists with grievances and recommends personnel actions.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Directs the Cartography/GIS program. Organizes and directs staff in developing and maintaining the Cadastral Mapping System for assessment and taxation purposes which establishes the foundation for the Geographic Information System (GIS). Includes the direction of assessment clerks in developing and maintaining ownership records.
2. Develops, implements, evaluates and revises program goals, objectives, strategic plans and action plans. Schedule cartographic/GIS work and assign staff to specific projects or tasks. Ensure staff have a clear understanding of issues, objectives and work expectations.
3. Participates with the Oregon Geographic Information Council subcommittees to help develop the statewide base map.
4. Explains relevant laws and regulations to the public. Assists in the resolution of complex and difficult cartographic/GIS problems. Implements, interprets and communicates new policies, administrative rules and statutory requirements to staff and other affected entities.
5. Responsible for assigned staff receiving necessary training and instruction to keep current on GIS/Cartographic standards and current computer-related equipment and programs. Conducts section meetings regarding office policies, safety issues and cartographic/GIS procedures.

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6. Prepares performance evaluations for assigned employees. Provides guidance for career development and overall performance development work plans when necessary.
7. Initiates progressive discipline when necessary. Meets with union officials/stewards regarding discipline and grievance issues.
8. Ensures compliance with union contracts, personnel rules and county and office policies.

RECRUITING REQUIREMENTS
KNOWLEDGE, SKILLS AND ABILITY:

Extensive knowledge of the modern principles, practices and procedures of the Cadastral Mapping System and Geographic Information Systems (GIS) Considerable knowledge of the Assessor's Office activities and the interrelationships of the various sections. Strong background in interpreting legal real property instruments for determining ownership. Knowledge of all applicable Oregon Revised Statutes and Administrative Rules. Ability to resolve difficult cartographic/GIS problems. Ability to organize and direct a staff of professional cartographers, GIS analysts and assessment clerks; to provide appropriate training for staff; to communicate effectively both orally and in writing; to maintain accurate and complete record systems; to establish and maintain cooperative and effective working relationships with coworkers, government agencies and the general public. Needs to be able to envision future needs and recommend change to the overall structure of the department for increased efficiencies and cost effectiveness.

EXPERIENCE AND TRAINING:

1. Bachelor's Degree, with major course work in geography, planning, computer science, landscape architecture or related disciplines; AND
2. Four (4) years experience in the application of Cadastral Mapping Systems and in the application of ARC/INFO software; AND
3. Two years experience in a supervisory capacity; OR
4. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.
5. Continuing education is a requirement for this position as outlined by Oregon Statute and Department of Revenue Administrative Rule [OAR 150.308.059-A].
6. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.

Revised: 10/67; 5/81; 3/94; 4/94; 11/02;10/05