

**JOB DESCRIPTION: GIS PROGRAMMER/CARTOGRAPHER**

DATE: 02/25/09

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	324
SUPERVISOR:	Chief Cartographer	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	1442/Courthouse

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**GENERAL STATEMENT OF DUTIES:** Maintain land information, support land information applications and produce land information products, using the Geographic Information System (GIS). Perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintain land information using the County GIS. Input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points and various photo imagery using the GIS.

Document County GIS user needs, design and develop application software for input, updates and displays of land information. Work with County departments to determine and develop department GIS needs.

Perform analysis and produce custom maps of land information to meet specific County GIS user needs.

Provide training, technical support and general assistance to County GIS users in the operation and use of the GIS system.

Assist County staff, the public and outside agencies in areas concerning GIS.

Assist in the development of cartographic and digital standards for the County GIS. Assist in the development and implementation of policies and procedures related to GIS.

Assist with and coordinate software and hardware upgrades and installations with the Information Technology Department.

Document all aspects of GIS system as appropriate.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position. However, the position may be involved in the training and orientation of other employees in the use of GIS.

**SUPERVISION RECEIVED:** Work under the supervision of the Chief Cartographer who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform

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each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Broad specialized college level training related to cartography or GIS and two years related work experience with at least some work experience in cartographic drafting or GIS. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of cartographic principles and practices in the preparation of appraisal maps; mathematics, including algebra, trigonometry, geometry and coordinate geometry; real property legal descriptions, basic surveying terms; drafting methods; basic cartographic principals; use, modification and application of various types of photo imagery; sources of mapping materials; principals of Geographic Information Systems including entry/updates, projections, control, analysis, and map production; familiarity with programming & scripting languages such as C, AML, Visual Basic, VBA, PYTHON and others.

Extensive familiarity with use of CAD and GIS software such as AutoCad, ArcInfo and MicroStation. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both in writing and verbally. Ability to make mathematical calculations rapidly and accurately. Ability to effectively use COGO, computer based mapping/GIS system (Arc/Info), planimeter, DOS/Windows operating system. Ability to effectively train County staff in basic GIS operations. Ability to act in such a manner as to maintain the confidentiality of the data, records and issues which may be encountered. Ability to effectively plan, organize and prioritize work schedule and duties. Ability to maintain harmonious working relationship with fellow employees, other agencies, County officials and the general public.

**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 functions.

Minimal, involving the movement of books, boxes, files, equipment, etc., seldom exceeding 35 pounds.

**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 functions.

General office environment.