

LAND RECORDS MANAGER - 2311

General Definition of Work:

Performs difficult professional and responsible executive work planning, organizing and directing the County's land records program; does related work as required. Work is performed under the regular supervision of the Tax Administrator. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Planning, supervising and directing GIS program and staff; formatting and producing display style maps and data; assisting system users and the public concerning mapping program; overseeing the preparation and maintenance of files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, designs and administers the cadastral mapping system.
- Coordinates the design and development of the cartographic digital data base.
- Provides mapping and geographic information services to County and local governments and the general public.
- Supervises and participates in system maintenance and documentation of the digital map data base.
- Trains and supervises subordinate personnel in system use and in the daily maintenance of County property maps involving changing of real property.
- Coordinates various projects with other departments.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of automated mapping and information processing methods and techniques; considerable knowledge of the capabilities of automated mapping and geographic information processing systems; general knowledge of cartographic principles, automated mapping, GIS database design and structure; general knowledge of GIS hardware and software components, data communication and network methods and techniques; general knowledge of land surveying techniques; ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to interpret and explain laws, policies, and procedures; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, computer science, planning, engineering or related field and considerable experience with computer assisted cartographic methods.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of N.C.P.M.A. and Senior Mapper certifications. IAAO designation as CMS desirable.