

Department GIS/Mapping Technician II

DEFINITION OF WORK

Under general supervision, these positions perform technical work within the Planning & Inspections Department or the Tax Administration Department by creating the output such as technical maps, statistics, reports, land use plans and photos, site plans for graphic presentations, etc. Work within the Planning & Inspections Department includes entering data to update technical drawings and maps, and assisting the general public and local governments with locating data and information and reproducing maps; updating technical drawings and maps using digital mapping programs in GIS, AutoCAD and Photoshop; maintaining the official County Zoning Layer for changes and revisions in zoning lines; and serving as the Deputy Plat Review Officer. Within the Tax Administration Department, positions utilize deeds, plats, legal documents and other records for the purpose of developing and maintaining maps used for taxation and assessment purposes; and utilize digital mapping programs in Geographic Information Systems (GIS) to perform assigned duties.

EXAMPLES OF WORK

Planning & Inspections Department work involves researching property ownership, location, acreage, easement and right of way information by utilizing deeds, plats, legal documents and other records for the purpose of developing and maintaining maps for rezoning, waivers, and Board of Adjustment site plans; creating sketch maps for Rezoning and Board of Adjustment cases; producing digital copies of tax maps for use in field survey work and preparing list of pin numbers to key into database to create address mailing list; conducting field work surveys to gather land use information needed for maps and technical documents; photographing site information; creating and updating land use data base; maintaining and updating files and documents for all Zoning and Board of Adjustment cases; preparing set up and break down displays and equipment for various staff and board meetings; providing general and technical assistance to land owners, County agencies/employees, and the general public regarding property location, zoning classification, topographic and ortho-photo maps, and zoning information. Tax Administration work involves creating, maintaining and compiling land maps, tax database files and GIS system updates; updating cadastral maps, updating soil and zoning information related to tax records through analysis of zoning and soil maps provided, etc.; utilizing and analyzing deed descriptions and other records to divide or combine parcels, delineate new property lines, additions to subdivisions, etc.; organizing and preparing documents for processing; researching plots, wills estates, etc. for property ownership, location, acreage, easement and right of way information as part of the document processing as well as in preparation for the mapping process; providing general and technical assistance regarding property location, ownership, assessed property, values, legal descriptions and other tax information; analyzing GIS data including analyzing spatial relationships, selects cartographic elements, map projection and scale and creating output of analysis such as maps, graphs, statistics or reports; performing tabular and spatial database management on GIS and property ownership databases; and digitizing, editing and converting mapping data to digital form. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree in planning, CAD, geographic information systems (GIS), cartography, civil engineering technology, surveying technology, geospatial technology, or a related field, with a

working knowledge of GIS, and three years of experience that includes CAD and/or GIS systems, researching land ownership information, and/or preparing maps; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures, and policies of Cumberland County as such pertains to the performance of the essential duties of the position; principles and practices of legal deed descriptions, drafting and cartography, to include utilizing Department specific CAD and/or GIS software(s); Microsoft Office and Adobe Photo Shop software; organization of the department, and of related departments and agencies; occupational hazards and safety precautions required to perform the essential functions of the work; and laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Planning & Inspections Positions: Must be certified in Property Mapping from the NC Property Mappers Association for not less than two years and may be designated as a Deputy Plat Review Officer. Tax Administration Positions: Requires State certification in Property Mapping from the NC Property Mappers Association and Fundamentals of Property Listing and Assessing within 18 months of employment. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Workers are exposed to both inside and outside environmental conditions. Tasks may risk exposure to adverse environmental and atmospheric conditions, such as dirt, dust, pollen, mold, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, violence, animals, insects, disease, or pathogenic substances. Requires the ability to perform coordinated movements needed to operate office equipment, computers and drafting instruments.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, climbing, balancing, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, repetitive motions, kneeling, crouching and crawling, and which may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some of these activities occur on a monthly basis with duration of approximately one week of outdoors field work.