



GIS CARTOGRAPHER 2

Department: Multiple
Job Class #: 665500
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional, technical, and analytical work for Pierce County. An employee in this classification is responsible for providing technical skills for various County divisions and organizations for the use of current GIS (Geographic Information Systems) and cartographic technologies. An employee must utilize considerable independence and initiative in regard to the technical aspects of work performed. Work is performed under general supervision and is reviewed periodically by an administrative superior or higher level technician.

ESSENTIAL FUNCTIONS:

- Creates, maintains, and updates County spatial layers and maps for purposes of property location and identification by co-workers and the general public. This includes building maps, wetland inventory maps, and cadastral (assessment) maps.
- Constructs and maintains County GIS data themes consistent with adopted County standards and accepted industry standards; conducts quality control procedures to ensure accuracy.
- Assists in the design and preparation of GIS products such as maps, graphs, and other related display materials.
- Researches, evaluates, and compiles mapping data as needed to prepare new maps.
- Participates in the planning of GIS projects related activities; maintains records and prepares reports as required.
- May represent the department on various local and regional committees to assist in the development and coordination of shared data bases.

Assessor-Treasurer's Job Functions:

- Reviews formal plats and binding site plans prior to recording; computes square footage or acreage; composes technical complex legal descriptions for residue parcels.
- Identifies locations of and draws large lots, records of survey, boundary line revisions, short and formal plats on maps.
- Researches title to establish ownership of property.
- Researches difficult deed descriptions such as railroad transactions, highway deeds, etc.

Planning and Land Services Job Functions:

- Maintains address change files; assigns names of private and public roads and addresses by the County grid numbering system and coordinates the notification of emergency services, utility, and postal authorities of all new addresses and roads.
- Conceptualizes, initiates, and provides a variety of mapping services and products; coordinates symbolization, typography, and appropriate scales; compiles, designs, and constructs final art using automated and manual methods; initiates, monitors, and coordinates reproduction of map products.
- Assists in the design, development, and implementation of GIS programs and application scripts including revisions and updates.

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OTHER JOB FUNCTIONS:

- May participate in the employee selection process and assists in the orientation and training of new staff.
- Assists staff in developing clear representation of information used in preparing publications and presentations to the general public.
- Assists the public, co-workers, and other County employees in interpretation and understanding GIS data, maps, and their components.
- Develops color separates in order to produce camera ready artwork.
- Performs other job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operations and productive use of GIS technology.
- Knowledge of County GIS data bases; command programming and scripting; proficiency in digitizing and coordinate data entry/editing and attribute validation/editing; proficiency in the use of customized County systems to complete mapping projects.
- Knowledge of current methods, procedures and equipment used in map reproduction and graphic display production.
- Knowledge of drafting, photogrammetry and land surveying techniques.
- Knowledge of computer operations including GIS Unix environment, Arc/Info and/or NT windows applications, word processing, spreadsheets and AML.
- Ability to research, interpret, and apply data and documents governing mapping.
- Ability to read, write, interpret, and research complex legal descriptions.
- Ability to prepare accurate records, finished maps, exhibits, and documents for permanent reference, publication and display.
- Ability to maintain an accurate and complete filing system.
- Ability to interpret and convey oral and written instructions.
- Ability to work independently and under pressure, meet deadlines, and cope with interruptions.
- Ability to establish and maintain effective work relationships with clients, staff, vendors, associates, and the general public.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS: An associates degree in geography, engineering, GIS or related field and two or more years of digital (computerized) mapping, related field work or applied use of GIS technology experience for a municipal planning/zoning office, surveyor, or civil engineering office. Additional education or related experience may substitute for the recruiting requirements.