

COUNTY OF SOLANO

CADASTRAL MAPPING TECHNICIAN, SUPERVISING

DEFINITION

Plans, organizes and supervises the operations of the Mapping Services Unit of the Assessor's Office engaged in drafting parcel maps for assessment and tax purposes; serves as a member of the department's supervisory/management team.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for directing and supervising the work of the Mapping Services Unit of the Assessor's Office and the performance of advanced journey level map drafting work for assessment purposes. This class is distinguished from the Assistant Assessor by the latter's responsibility for overall planning, organizing and directing the Assessor's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Assessor/Recorder.

Exercises supervision over technical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and supervises, the work of the drafting division; plans and implements division procedures; sets objectives for individual and division performance; maintains a productive work flow; develops division standards; conducts group and individual conferences to discuss department rules, regulations, policies and/or procedures; encourages cooperation and teamwork among staff; participates in solving intradepartmental operational problems; assists with the development of new programs and enhancements of SCIPS relating to drafting division responsibilities; develops division budget and staffing requirements; maintains records of division activity.

Examines documents, public records and maps recorded and unrecorded as related to property transactions; revises parcel maps and/or draws new parcel maps to reflect property descriptions and to record pertinent information such as street names and numbers, easements and tax codes; maintains office files and Assessor's Map Books; contacts title companies, property owners and/or other agencies to rectify problems with title and/or property descriptions.

Develops and maintains mapping services electronic assessment mapping environments in hardware and software; provides electronic technical support to other departments, agencies and entities.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes; reviews work for accuracy, completeness and conformance with skilled drafting techniques, provides training and expertise in reading and understanding written property descriptions and surveys; in complex map drafting projects and the use of drafting tools and materials; selects and trains new staff; may be assigned special projects.

Assists property owners and the public with questions regarding property descriptions, location, size and/or ownership, and with policies and procedures of the Assessor's Office; coordinates the sale of parcel maps with outside agencies.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Map drafting methods and techniques for assessment and tax purposes.

Use of drafting tools.

Title searches.

Legal property descriptions.

Assessment map systems.

Graphic techniques.

Considerable knowledge of the principles and practices of management and supervision.

Skill to:

Operate office equipment including a personal computer, copy and fax machines, printers and blueprint machine.

Use drafting tools, techniques and materials; draft maps for assessment and tax purposes from documents, public records and maps recorded and unrecorded.

Operation, programming and configuring of software and hardware related to map drafting.

Ability to:

Plan, organize and direct mapping services.

Understand, interpret and explain laws, regulations and policies governing Assessor program operations.

Develops and implement operational procedures.

Identify and analyze administrative problems and implement operational changes.

Read and understand documents, public records and maps recorded and unrecorded as related to property transactions.

Perform algebraic and geometric computations and plot property descriptions to scale.

Interpret aerial photographs; use automated property information system.

Conduct complex title searches.

Understand program objectives in relation to departmental goals and procedures; develop goals and objectives.

Research regulations, procedures and/or technical reference materials; collect and analyze data to identify needs and evaluate program effectiveness.

Prepares budgets, funding proposals, narrative and statistical reports.

Comply with laws, regulations and professional practices governing the Assessor's Office services and operations.

Interpret political and administrative direction and incorporate into operational policy and procedure.

Supervise the work of others engaged in map drafting activity; effectively delegate responsibility and authority to others; organize and prioritize work assignments; determine and evaluate levels of achievement and performance.

Communicate effectively both verbally and in writing; maintain accurate records and document actions taken.

Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five (5) years of map drafting experience with experience in supervision and administrative practices.

Education/Training:

Associate's degree is required from an accredited college or university, in Computer Aided Drawing or a closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Class C driver's license is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

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