

COUNTY OF OTERO

MAPPING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To draft and perform technical functions related to mapping for the assessor's department; to update, maintain and create maps; and to perform other related duties as assigned.

Distinguishing Characteristics:

Mapping Technician . This is a full journey level class within the Mapping series. Employees within this class must be capable of performing a full range of duties as assigned including the more complex and skilled duties of computer assisted drafting (CAD) utilizing products such as ESRI's ArcGIS for Desktop. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the section. This class is normally staffed from outside with individuals who have at least one year of experience in drafting, both manual and CAD.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manually and electronically draft and create produced maps; update maps from zoning data, rezoning approvals, and County assessor maps; designate parcels, boundaries and codes.
2. Interpret data from a variety of sources and transfer information to various reference maps.
3. Maintain map inventory; prepare log books for subdivision and annexation updates; maintain subdivision data base; update a variety of documents and maps as required.
4. Read and interpret State and County ordinances; advise on changes to staff.
5. Collect, record and summarize technical data; assist with documentation for projects.
6. Assist the public with inquiries and concerns; provide data on ownership, boundaries, and descriptions; research data to provide responses.
7. Research property chain of title to ensure proper ownership and dimensions.

Marginal Functions:

1. Perform a variety of special projects as assigned.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

GIS and how it relates to this department.

GIS computer software, to include but not limited to;

ArcGIS

ArcMap

ArcView

ArcCatalog

ArcSDE

ArcGIS Server

Microsoft Office

Global Positioning Systems (GPS) collection devices and software.

Principles and methods of cartography.

Fundamentals of drafting and mechanical drawing.

Fundamentals of CAD.

Basic report writing, research methods, data compilation and record keeping.

Ability to:

Understand and interpret laws underlying general plans, zoning codes and regulations.

Interpret and explain mapping and zoning data to the general public.

Create and update a variety of maps.

Perform drafting activities using ArcGIS for Desktop and a variety of drafting tools and equipment.

Read and interpret mapping and survey data, site plans, zoning codes, legal descriptions and related information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

. *Sitting and standing for long periods of time.*

. *Operating computers, copiers, and related office machines.*

Maintain effective audio-visual discrimination and perception needed for:

. *Making observations.*

. *Communicating with others.*

. *Reading and writing.*

. *Operating office equipment and a motor vehicle.*

Experience and Training Guidelines

Bachelor's degree in Geography, Land Surveying or Computer Science or related field with emphasis in G.I.S. and providing a background in cartography, plus 1 year of experience or any combination of education and experience in geography, cartography, computer graphics, planning, surveying technologies or related discipline totaling 5 years.

Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive an Otero County vehicle while conducting County business

WORKING CONDITIONS

Environmental Conditions

Office/field environment; work at a public information counter.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; and in operating a motor vehicle.