



Office of Human Resources
Assessment GIS Supervisor - CV3172
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General Statement of Duties

Supervises Assessment GIS Technicians engaged in assessment land record management work involving GIS mapping systems, researching historical documents, and verifying the accuracy of deeds and legal descriptions for the creation, splitting, and combining of land parcels for the transfer and ownership of property.

Distinguishing Characteristics

The Assessment GIS Technician I is an entry-level classification used to train and develop employees to perform routine land record management work involving the mapping out of legal descriptions for the modification of land parcels and the transfer of property ownership.

The Assessment GIS Technician II is a full performance level classification engaged in routine to complex land record management work involving the mapping out of legal descriptions for the modification of land parcels and the transfer of property ownership.

The Assessment GIS Supervisor is responsible for the supervision of Assessment GIS Technicians and overseeing the assessment land management system.

Essential Duties

Supervises Assessment GIS Technicians engaged in assessment land record management work involving GIS mapping systems, historical documents, and verifying the accuracy of legal descriptions and deeds for the creation, splitting, and combining of land parcels for the transfer and ownership of property.

Subject matter expert on the reconfiguration of land parcels, GIS software, and the assessment property management system, which includes overseeing property database systems, ensuring compliance with state statutes and regulations, testifying on behalf of the assessor in hearings, and performing quality control and assurance regarding systems transactions.

Works with stakeholders both internal and external to the city to verify accuracy of deeds and legal descriptions and other property documents, researches land survey issues and chains-of-title, working with customers regarding property transfer requests, answers technical questions regarding parcel ownership, and prepares customer notices involving issues of property conveyance and records corrections.

Supports assessment operations and functions to achieve goals and objectives, implements process improvements, monitors performance, creates reports and spreadsheets, advises management as a subject matter expert regarding developments and trends, and represents the city in property title issues and land ownership litigation hearings.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above

Competencies

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of computer systems to be able to perform a variety of duties related to the work assignment.

Knowledge of databases to be able to perform a variety of duties related to the work assignment.

Knowledge of GIS and GIS software to be able to perform a variety of duties related to the work assignment.

Skill in constructing and interpreting maps and grid references.

Level of Supervision Exercised

Supervises two or more staff members.

Education Requirement

Bachelor's degree in GIS or land surveying, or related field of study.

Experience Requirement

Three (3) years of assessment GIS mapping experience working with property deed transfers and reconfiguring parcel within the property fabric system.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary Work (0 - 10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-811

FLSA Code: Y

Established Date: 9/22/2019

Established By: JH

Revised Date:

Revised By:

Class History: