FLATHEAD COUNTY, MONTANA
Position Vacancy Announcement

POSITION: GIS Cadastral Specialist

DATE OPENED: 6/18/2019

DEPARTMENT: IT/GIS

CLOSING DATE: 7/22/2019

If you have any questions about this position vacancy, call: (406) 758 - 5573

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

✓ FULL TIME ✓ REGULAR
YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:

TRAINING WAGE: $ ______ per

STARTING WAGE: $ 20.19 per Hour

SALARY AT:

1 YEAR STEP: $ 21.00 per Hour
2 YEAR STEP: $ 21.54 per Hour
3 YEAR STEP: $ 22.27 per Hour


SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>GIS Cadastral Specialist</th>
<th>Job Code:</th>
<th>01430</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>IT/GIS</td>
<td>Pay Grade:</td>
<td>Stnd 27</td>
</tr>
<tr>
<td>Reports to:</td>
<td>IT Director</td>
<td>FLSA Status:</td>
<td>☒ Non-Exempt</td>
</tr>
</tbody>
</table>

Department Overview: The Geographic Information Systems (GIS) Department operates under the Information Technology (I.T.) Department and provides mapping support for all of the county offices, other governmental agencies, private organizations and the public. Data "layers" maintained in the GIS library include land ownership, zoning use, transportation, addresses, election information, district boundaries, hydrology, environmental, geologic, demographic information, and aerial imagery. The GIS department handles new address assignment and road naming for unincorporated Flathead County.

Job Summary: Performs technical work drafting new land splits, Certificates of Survey, and subdivisions in the Geographic Information System, using a computer network and various software programs as provided by the County. Responsible for maintaining the parcel base and associated layers in an accurate and efficient manner.

Essential Functions (Major Duties or Responsibilities): These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Computer draft splits of land or subdivisions according to legal descriptions, documents and surveys of record. Calculate radial bearings or other data as necessary. Scale and rotate the drawing to Montana State Plane Coordinate System 83. Insert drafting into section map, investigate and resolve any fit problems to keep the integrity and accuracy of the map. Ensure that changes made to the various data layers correspond with the parcel database for the use in accurate analysis.
- Use the GIS software to create closed polygons. Create drafting models and attach the new attribute information such as assessor number, tract ID number, road and highway names, river and lake names, addresses, and assign values to enable interpretation of color-coded maps to the database.
- Keep current with changes as documents are recorded so that current maps are available for insertion into the tract books and as planning tools.
- Create and update section maps and the multiple area maps such as, school district, water, sewer, fire district, and custom maps. These maps are made available as needed for sale or distribution to other departments, surveyors, cities, state, and title companies, and the public.
- Maintain and catalog the workflow checklist for the security, status and accuracy of the GIS mapping system as work is done.
- Research ownership records, road easements, surveys/plats, MDOT Highway data, GLO field
notes, Homestead Entry Surveys, and Deed Exhibits to resolve gap, fit and overlap problems as such occur in maintenance and updating of the GIS maps, including previously drafted erroneous data.

- Assign addresses to subdivision plats and upon landowner request that conform to the addressing standards of the Flathead County Addressing Resolution.
- Performs monthly quality assurance checks to ensure data integrity.
- Aids in implementation of department action plans to improve workflow and production.
- Assists in resolving discrepancies in GIS parcel database via annual taxable district audits.
- Provides MSAG Coordinator with updates to City Limits and Fire Districts.
- Assists the public and other county offices with county maintained GIS products and information.
- Provides team members with the proficient knowledge of the historical land records and their processes.
- Serves clients with special requests and ensures GIS products are delivered in an acceptable timeframe.
- Contributes to the efficiency and effectiveness of the department’s service to its customers by offering suggestions and directing or participating as an active member of an action team.
- Provides customer service via the phone, email, or in person. Assists in assigning addresses to tracts of land upon customer request. Takes and fulfills orders for ownership lists, digital data, maps and/or spatial analysis upon customer request.
- Acts as a direct liaison between GIS and the Plat Room for workflow, data resolution, special requests, and processes.

Non-Essential Functions:
- Perform other duties as assigned including but not limited to attending safety meetings, providing backup for other staff, etc.

Physical Demands and Working Conditions:
- Work is performed in an office environment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception, and the ability to adjust focus.
- Frequently required to sit, talk, hear, write, listen and read
- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:
Knowledge of:
- Current technological developments/trends in area of expertise.
• Integrated GIS/GPS principles, systems, and technologies.
• Advanced GIS principles and procedures.
• GIS software, including ArcGIS Desktop and other various software programs and applications.
• Digitizing and data manipulation procedures for geographic information systems.
• Cartographic Principles and design.
• Record keeping principles and practices
• Legal descriptions and their interpretation.
• Standard addressing procedures and best practices, including National Emergency Number Association (NENA) standards.
• Topology, metadata (and FGDC Metadata Standards), and versioning.
• Montana State Plane Coordinate System NAD 83.
• Plat Room and Surveyors Room and Surveyor's Office records, including the ability to analyze chain of title.
• Addressing standards and the Flathead County Addressing Resolution.
• Existing county records including but not limited to subdivision plats, Certificates of Surveys, corner recordations, tract books, deeds, road files, and commissioner's resolutions.

Skill in:
• Microsoft Windows based personal computer operations.
• The use of Microsoft Word software.
• Utilizing Microsoft Access database and Excel spreadsheet software.
• The use of ArcMap or equivalent drafting program and manual drafting using a track drifter.
• Using ArcGIS Desktop to display data, make and print maps, and perform spatial analysis
• Accurately posting or recording information and maintaining database information.
• Operation of equipment specific to GIS operations to include, but not limited to scanner and plotter, and blueprint machine.
• Working in a team environment.

Ability to:
• Employ strong interpersonal and communication skills and work effectively with a wide range of constituencies in a diverse community.
• Establish and maintain effective working relationships with supervisor, co-workers, and other government agencies and employees.
• Operate a Microsoft Windows based computer.
• Learn how to use the various software packages in the office.
• Express ideas and convey information accurately.
• Read, understand, and follow oral and written instructions.
• Provide operational guidance and leadership to technical staff in area of specialty.
• Evaluate and interpret end user information requirements, and to develop and implement appropriate technical solutions.
• Read legal land descriptions.
• Research recorded documents and ownership using the Flathead County Land System and CSA Document Pro.
• Apply established methods and techniques for maintaining the digital county parcel base and the various other district boundaries, department records and information.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Meet the security requirements of the Flathead County Sheriff's Department

**Education and Experience:**
Successful completion of a college degree in Surveying, GIS or related area; or any equivalent combination of education and training in computer drafting and GIS system operation, surveying and legal land descriptions, which indicates possession of the knowledge, skills, and abilities listed.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted</td>
<td>3/9/12</td>
<td>Commissioners' Minutes</td>
</tr>
<tr>
<td>Revised</td>
<td>7/1/14</td>
<td>HR Salary Recommendation Transmittal Signed 5/28/2014</td>
</tr>
<tr>
<td>Revised</td>
<td>8/1/16</td>
<td>Commissioners' Minutes</td>
</tr>
<tr>
<td>Revised</td>
<td>8/11/19</td>
<td>Commissioners' Minutes</td>
</tr>
</tbody>
</table>

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

________________________
Employee Signature

________________________
Date

________________________
Printed Name