



AUTAUGA COUNTY COMMISSION Chief GIS Mapper

SALARY	\$25.81 - \$45.03 Hourly \$2,064.80 - \$3,602.40 Biweekly	LOCATION	Ste B Prattville, AL
JOB TYPE	Full-Time	JOB NUMBER	052024
DEPARTMENT	Revenue and Reappraisal Office	OPENING DATE	05/13/2024
CLOSING DATE	6/10/2024 4:00 PM Central		

Under the direction of the Revenue Commissioner, the Chief Mapper supervises and manages the Geographic Information System (GIS) and cadastral mapping activities of the County and associated real property records for the purpose of assessments. The employee uses a variety of drafting techniques and skills to maintain, update and revise all maps stored in the Office of the Revenue Commissioner. The employee also answers questions and explains deeds property information to customers; estimates the mapping budget for the upcoming fiscal year; and performs other related duties as required.

Examples of Duties / Knowledge & Skills

ESSENTIAL FUNCTION: Supervision and Training. Plans, sets priorities, organizes, and directs the activities of professional and clerical personnel engaged in mapping functions and operations.

1. Supervises, assigns and reviews GIS/mapping work done by office staff.
2. Trains mappers in appropriate practices and procedures.
3. Coordinates and establishes work schedule and assignments.
4. Coordinates and schedules staff for required training classes.
5. Conducts performance evaluations on assigned staff.
6. Approves subordinate timecards and leave requests.
7. Assists with interviewing and hiring of new staff.
8. Explains department policies and procedures to new staff members.
9. Assists mapping staff with problems in performance of their duties.
10. Reviews and evaluates appraisals of staff for uniformity, consistency, accuracy, and correct values.
11. Conducts training for County personnel in mapping procedures.

ESSENTIAL FUNCTION: GIS Administration and Mapping. Manages and coordinates all programs and activities of the County's GIS functions including providing technical assistance and enhancement of programs to meet the needs of various County departments, government agencies, volunteer groups, and the public.

1. Acts as the County's primary point-of-contact for GIS related issues.

2. Represents the County in interactions with other agencies and software providers regarding GIS matters.
3. Maintains GIS system with system and data files.
4. Evaluates and enters data into GIS using trigonometry, coordinate geometry, and cadastral mapping standards.
5. Performs geographic analysis using GIS.
6. Performs surveying calculations including, but not limited to, traverse, level, boundary, and state plane coordinate calculations.
7. Maintains a log and copies of vesting instruments in mapping register.
8. Generates property change forms as required.
9. Plots parcels, subdivisions, rights-of-way (ROW), and makes any needed changes in map sheets.
10. Will ink any changes made onto final Mylar.
11. Reviews and validates the work of other mappers.
12. Assists clerk in determining deeds to be logged in mapping register and in assigning change numbers to property change forms and register.
13. Organizes deeds to be mapped.
14. Produces maps for appraisers and turns over completed property change forms to the appraisal department.
15. Organizes completed change forms for filing.
16. Works with various governmental agencies to plot and determine district lines.

ESSENTIAL FUNCTION: General Office Operations. Performs office activities to ensure efficient, high quality services are provided to the citizens of the County.

1. Estimates mapping expenditures including the cost of equipment and service contracts for the upcoming fiscal year.
2. Prepares budget for Appraisal/Mapping Office.
3. Verifies descriptions from deeds to tax maps and assessment records.
4. Researches records to locate information for customers.
5. Performs research to acquire and evaluate GIS data; researching source/pricing of vendor data.
6. Generates RFP for GIS data.
7. Answers a variety of questions from customers regarding property assessments.
8. Produces maps for customers.
9. Assists IT support office with GIS related issues.
10. Performs other related duties as assigned.

Minimum qualifications & Requirements

Minimum Qualifications

1. Possess an associate's degree in business, mapping, civil engineering or related field from an accredited college or university.
2. Three years of experience with GIS systems; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess Alabama Certified Mapper designation and ability to maintain certification. Special consideration will be given for successful completion of courses offered by IAAO, or any other organization related to mapping.
4. Possess a current and valid driver's license.
5. Ability to travel out of town and locally.
6. Ability to work nonstandard hours.

AUTAUGA COUNTY COMMISSION

Revenue and Reappraisal Office

Phone

3343586750

Address

135 N. Court Street
Suite D
Prattville, Alabama, 36067

Website

[http://www.autaugaco.org/Default.asp?
ID=29&pg=Revenue+%2F+Reappraisal+Office](http://www.autaugaco.org/Default.asp?ID=29&pg=Revenue+%2F+Reappraisal+Office)