

**MONROE COUNTY
JOB DESCRIPTION**

JOB TITLE: Mapping Specialist	FLSA STATUS: Non-Exempt
DEPARTMENT: Mapping, Platting and GIS	SALARY GRADE/LEVEL/RANGE:
REPORTS TO: Director of Mapping	DATE: August 2021

JOB SUMMARY: The Mapping Specialist maps all changes in the County in order to maintain accurate maps of the County. The maps include different layers such as, but not limited to, parcel boundaries, municipal boundaries, subdivision lines, section lines, township lines, address points, road centerlines, zoning, and land use. The Mapping Specialist utilizes a computer to maintain map layers using AutoCAD and/or GIS software. The Mapping Specialist scans and reproduces maps/plats on a printer/large format plotter. The Mapping Specialist reviews all deeds prior to recording. The Mapping Specialist will assist the zoning department as necessary.

REPORTING RELATIONSHIPS: This position does not have supervisory responsibilities.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- a. Performs experienced professional Geographic Information Systems (GIS) work, including the design, development, and analysis of specifications for GIS data, applications, and workflows.
- b. Enter data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
- c. Maintain and modify existing AutoCAD maps and GIS databases.
- d. Analyze GIS data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
- e. Review all deeds for compliance with Monroe County Ordinances and State Plat Act.
- f. Proficient in reading legal documents.
- g. Read, understand, and map legal descriptions.
- h. Read maps and be knowledgeable with the different layers within the map.
- i. Make and move/lift paper map books.
- j. Updates maps to ensure accuracy, the inclusion of new or changed information, or compliance with rules and regulations.
- k. Identify and compile database information to create maps in response to requests.
- l. Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- m. Interpret aerial or ortho photographs.
- n. Recommend procedures, equipment, or software upgrades to increase data accessibility or ease of use.
- o. Transfer or rescale information from original photographs onto maps or other photographs.
- p. Read current literature, talk with colleagues, continue education, or participate in professional organizations or conferences to keep abreast of developments in GIS technology, equipment, or systems.
- q. Answer telephones, direct calls and take messages.
- r. Assists the public in a friendly and pleasant manner.
- s. Responsible for dividing and combining properties as requested by owners or their agents.
- t. Responsible for name, address, and short legal descriptions on all divisions and combinations.
- u. Responsible for maintaining the current taxing districts boundaries-annexation and detachments.
- v. Provide support to other county offices for various projects or mapping requests.
- w. Conducts BAS submissions on an annual basis.
- x. Provides support to 911 functions by utilizing GIS maps and emergency service data layers.

OTHER FUNCTIONS AND RESPONSIBILITIES:

- a. Perform any other duties or assignments as needed or instructed by the Director of Mapping and Platting that fall reasonably within the scope of the job duties enumerated above.

QUALIFICATIONS:

Education and Experience:

- a. High School Diploma or GED (minimum)
- b. Two (2) years clerical experience (minimum)

- c. Associates or bachelor's degree in Geography, Computer Science, Urban/Regional Planning, Engineering, or closely related field OR two (2) years of professional experience in Geographic information Systems (GIS) or mapping/platting. (preferred)

Personal Skills:

- a. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- b. Speaking – Talking to others to convey information effectively.
- c. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- d. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- e. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- f. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- g. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- h. Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- i. Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- j. Time Management – Managing one's own time and the time of others.
- k. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- l. Service Orientation – Actively looking for ways to help people.

Equipment/Computer Skills:

- a. Proficient in Microsoft Outlook, Word, and Excel.
- b. Ability to learn various software packages used in the Mapping and Platting Office such as ESRI's ArcMap/ArcPro/ArcGIS online, open-source GIS and AutoCAD.
- c. Proficient in using Desktop/Laptop computer, Scanner, Printer, Phone, Copier and Calculator.

Abilities:

- a. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- b. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- c. Written Comprehension – The ability to read and understand information and ideas presented in writing.
- d. Written Expression – The ability to communicate information and ideas in writing so others will understand.
- e. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- f. Speech Recognition – The ability to identify and understand the speech of another person. (English)
- g. Speech Clarity – The ability to speak clearly so others can understand you.
- h. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong.
- i. Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- j. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
- k. Mathematical Reasoning – The ability to choose the right mathematical methods or formulas to solve a problem.

Work Style:

- a. Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
- b. Integrity – Job requires being honest and ethical.
- c. Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- d. Concern for Others – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- e. Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- f. Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- g. Initiative – Job requires a willingness to take on responsibilities and challenges.

- h. Social Orientation – Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- i. Achievement/Effort – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- j. Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- k. Persistence – Job requires persistence in the face of obstacles.
- l. Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- m. Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.
- n. Innovation – Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

TRAVEL REQUIREMENTS:

Meeting and education opportunities that would apply to the job.

REQUIRED LICENSES/CERTIFICATIONS:

Valid IL Driver’s License

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

LIFTING REQUIREMENTS

<i>Check appropriate category required to perform essential functions of the job.</i>
<input type="checkbox"/> Sedentary Work – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input checked="" type="checkbox"/> Light Work – Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.
<input type="checkbox"/> Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy Work – Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

PHYSICAL REQUIREMENTS

<i>Check appropriate categories required to perform the essential functions of the job.</i>
<input checked="" type="checkbox"/> Stand or Sit (Stationary position)
<input checked="" type="checkbox"/> Walk (Move, Traverse)
<input checked="" type="checkbox"/> Use hands/fingers to handle or feel (Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position)
<input checked="" type="checkbox"/> Climb (stairs/ladders) or balance (Ascend/Descend, Work atop, Traverse)
<input checked="" type="checkbox"/> Stoop, kneel, crouch, or crawl (Position self (to), Move)

<input checked="" type="checkbox"/> Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)
<input checked="" type="checkbox"/> See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)
<input type="checkbox"/> Taste/Smell (Detect, Distinguish, Determine)
<input checked="" type="checkbox"/> Pushing or Pulling
<input checked="" type="checkbox"/> Reaching

HAZARDS AND ATMOSPHERIC CONDITIONS

<i>Check appropriate categories required to perform essential functions of the job.</i>	
<input type="checkbox"/> Exposure to fumes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Exposure to dust	<input type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Radiant Energy Hazards
<input type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input type="checkbox"/> Vibration	<input type="checkbox"/> Burn Hazards
<input type="checkbox"/> Mists or gases	<input type="checkbox"/> Other
Comments:	

EQUIPMENT AND TOOLS

<i>Complete with information required to perform essential functions of the job.</i>
List equipment used for the job: Computer, Phone, Calculator, Copier, Printers (including large format)
List of Tools: N/A
Drives County Vehicle: Yes

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Manager Signature

Date

Human Resources Signature

Date