



COLUMBIA COUNTY, OREGON
JOB TITLE: GIS PROGRAM MANAGER
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	County Assessor	JOB CODE:	326
SUPERVISOR:	County Assessor	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise, and direct the activities of the Geographic Information System (GIS) and Cartography sections of the Assessor’s Office. Provide a variety of professional data analysis and programming support for the County Geographic Information System with strong technical, exceptional leadership and management skills. Lead a multi-departmental GIS program, responsible for geographic data, projects, and polices for the program. Develop program-wide policies in coordination with the GIS community within Columbia County.

Maintain the cadastral mapping system and associated real property records for the purpose of assessments. Determine cartographic section policies and procedures within the framework set by Oregon Revised Statutes and Oregon Department of Revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Coordinate maintenance of land information system using the county GIS. May input and update land records, soils, land use, streams, roads, topography, zoning, survey control points, or any relevant data layer using the GIS under the direction of the County Assessor in accordance with the Department of Revenue mapping record guidelines. Create all new land parcels, perform property splits, and combinations to existing maps, create all new subdivisions and lots, and assign attributes to each parcel boundary for various database linkages. Work closely with the County Surveyor to ensure increasingly improved spatial registration of data layer sets.

Incorporate field work provided by the surveying staff in the form of GPS control and digitally created surveys into the county GIS system.

Oversee and coordinate the creation or revision of existing maps and charts as relative to county and intergovernmental projects. Examine and analyze data from deeds of record, ground surveys, civil engineering plans, plot maps, aerial photographs, original maps, and/or other data to ensure completeness and accuracy.

Coordinate and manage the county GIS web-based Public Mapping System. Oversee staff development of web-based mapping system through ArcGIS Enterprise.

Provide training and technical assistance to county staff in the operation of standard GIS application systems. Answer inquiries from county staff, the public, and outside agencies concerning the county GIS. Promote the usage of GIS as a meaningful management tool.

Perform routine operating system and GIS software administration. Administer GIS data license agreements, intergovernmental agreements, and GIS software licenses.

Prepare segregation, consolidations, and partitions of property. Review boundary changes and legal descriptions related to property transactions; computing acreage of new parcel and assign new tax lot number. Maintain records of such.



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Process annexations, formations, mergers, consolidations, and withdrawals of taxing districts which includes: checking and approving legal description, determining tax parcels, acreage involved, and appropriate code, recording changes in mapping records and preparing boundary maps of districts and furnish notifications as required.

Review proposed subdivision, condominium, and planned community plats as required by law.

Process state, county and city right-of-way documents.

Assist the public, other county departments, title companies, and government agencies by answering questions and solving problems in matters concerning maps, ownership, district boundaries, code areas, and property assessment.

Prepare legal descriptions for properties to be deeded to the county through property tax foreclosure with the Surveyor's assistance.

In conjunction with the Oregon Department of Revenue and the ORMAP initiative (statewide mapping project), maintain and migrate the existing land records database to new software platforms. Requires work with the ORMAP Tools Committee to test and evaluate specialized software tools or beta versions of software. Attend and participate in quarterly meetings. Quarterly, provide portions of the land records database to the Department of Revenue for inclusion in their web-based data library.

Attend relevant training opportunities through the Department of Revenue, the ESRI website and local vendors to stay abreast of current trends and changes in the GIS software.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.



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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in a related field. Five years' of increasingly responsible GIS experience with two years' experience preparing maps used for legal purposes. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Eight years' experience and prior experience in an Assessor's Office preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of application and system development methods to complete strategic and project plans, data modeling, system design, and a working knowledge of relational databases. Extensive knowledge of cartographic and GIS principals with focus on local government GIS including taxation/appraisal mapping, map production, and data administration. Knowledge of management principles and practices of human and financial resource management.

Skill in the ArcGIS software suite and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.



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- Manage large scale multi-departmental GIS projects and to work with county departments to facilitate their needs for GIS or spatial information with an approach centered on the implementation of GIS technologies and an enterprise level.
- Analyze a variety of statistics and special data to create illustrations, maps, and solutions using a variety of GIS tools and languages; analyze GIS data and programming to integrate GIS spatial features into non-GIS applications or to enhance GIS and spatial data as a resource for non-GIS applications.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***