

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: GIS PROGRAMMER/CARTOGRAPHER  
DATE: 2/6/15

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	325
SUPERVISOR:	County Assessor	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	1442

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**GENERAL STATEMENT OF DUTIES:** Supervise, direct and perform a variety of duties in the Cartography Section and 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 (ODOR). Perform cartographic drafting work in electronic format in accordance with ODOR Cadastral Map System Standards. Maintain land information, support land information applications and produce land information products, using the Geographic Information System (GIS). Do related work as required.

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

Supervise employees working in the Cartography section to the extent of coordinating work schedules, assigning and reviewing work, providing input to the Assessor on evaluating performance, training and recommending appropriate corrective and disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Create new and maintain existing computerized cadastral base maps using existing survey control and other land records from beginning to finalization. Revise maps to conform to official government land surveys, highway maps, public land surveys and new aerial photos. Maintain and update electronic files to fit adjoining maps, preparing annotations as required by ODOR Cadastral Map System Standards.

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

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, plotting and recording changes on maps and records and preparing boundary maps of districts and furnish notifications as required.

Review proposed subdivision, condominium, and planned community plats as required by law which includes: reviewing and checking to determine what property is being developed, checking the description and signatures of parties involved, and checking real property tax status.

Process State, County and City right-of-way documents.

Perform extensive title searches to determine ownership on questioned properties. Review

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ownership boundary, taxing district, and tax code area issues. Interpret legal descriptions. Research complex ownership problems. Confer with assessor regarding problem areas and relate program progress to meet designated deadlines.

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 County through property tax foreclosure with the Surveyor's assistance.

Process Property Classification Memorandums, received from Valuation Section of the Department of Revenue, affecting the assessment jurisdiction of centrally assessed property.

Maintain land information using the County GIS. Input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points, various photo imagery and other related digital layers using GIS.

Document County GIS user needs, design and develop application software for input, updates and displays of land information. Work with County departments to determine and develop department GIS needs. Perform analysis and produce custom maps of land information to meet specific County GIS user needs. Provide training, technical support and general assistance to County GIS users in the operation and use of the GIS system.

Assist County staff, the public and outside agencies in areas concerning GIS. Assist in the development of cartographic and digital standards for the County GIS and in the development and implementation of policies and procedures related to GIS. Document all aspects of GIS system as appropriate.

Assist with and coordinate software and hardware upgrades and installations with the Information Technology Department.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervise regular or temporary staff assigned to the cartography section. Responsibilities include planning, assigning, directing, and reviewing work. Coordinate all personnel functions with the County Assessor.

**SUPERVISION RECEIVED:** Work under the general direction of the County Assessor who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATION and/or EXPERIENCE:** Broad specialized training equivalent to an Associate's degree in a related field and three years related work experience with at least two years work experience in an assessor's office preparing maps. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced cartographic drafting skills and knowledge of various graphic techniques, including current symbols, nomenclature, techniques and instruments used in drafting and mapping. Broad knowledge of Oregon State Cadastral Mapping Standards and law governing assessment and taxation of real property. Considerable knowledge of algebra, trigonometry and geometry and coordinate geometry; real property legal descriptions, basic surveying terms; drafting methods; basic cartographic principals; use, modification and application of various types of photo imagery; sources of mapping materials; principals of Geographic Information Systems including entry/updates, projections, control, analysis, and map production; familiarity with programming & scripting languages such as C, AML, Visual Basic, VBA, PYTHON and others.

Extensive familiarity with the use of CAD and GIS software such as AutoCAD and ArcGIS A. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to make mathematical calculations rapidly and accurately. Ability to prepare and interpret a wide variety of maps, drawings, charts, legal descriptions and documents affecting real property ownership. Ability to effectively train County staff in basic GIS operations. Ability to effectively supervise cartographic staff. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

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

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds, except for retrieval of records stored on shelves, which requires lifting/moving bound volumes at floor to ceiling level weighing 30-40 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 the essential functions.

General office environment with the possible exposure to fumes associated with materials used for map production.