



CLASS SPECIFICATION

Class Title: GIS Specialist/Property Manager
Department: Community/Economic Development

Class Code: 264
Eff. Date: 1/1/99
Grade: 21
Revised: 1/6/09

GENERAL PURPOSE

Under general supervision of the Community Development Director, performs professional and technical work in completing mapping and other geographic information system (GIS) projects, and coordinates activities relating to the acquisition, development, and documentation of County real property efforts.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

GIS-CAD Specialist

Performs data entry and general tasks on County GIS for community development applications. Evaluates and enters data into GIS using trigonometry and coordinate geometry and cadastral mapping standards. Digitizes building footprints and other features from aerial photos, plats and maps; converts hard-copy maps to electronic mapping systems; converts and plats to scale newly recorded subdivision of lots.

Produces maps, surveys, engineering drawings, graphics and data base reports from GIS system and related software; maintains maps for trails, school boundaries, city boundaries, county zoning, census tract and traffic use, fault line and sensitive area maps, hazard material locations, current street maps for EMS and Sheriff's Office.

Researches records of plats and property descriptions to determine property location, boundaries and size; draws appropriate changes or additions to existing maps; conducts field research to collect original data for planning and community development projects.

Assists in planning and conducting marketing and promotional activities for economic development and tourism.

Provides technical information and assistance to various boards and commissions; prepares written reports and oral presentations.

Assists the public in providing information on current planning matters including zoning, annexation, site plans and conditional uses; assists the public in finding map and photo data and making copies of such data.

Reviews applications for building permits, business licenses and development permits for compliance with county ordinances and regulations.

Property Management Functions

Facilitates County property purchases and sales; establishes market value of property or coordinates appraisals with outside parties. Coordinates and negotiates with private and public land owners and developers for the purchase, sale, or exchange of property.

Receives and responds to questions and complaints related to right-of-way matters.

Schedules and facilitates meetings for property management committee; maintains inventory of County-owned real property including tax sale properties.

Under the direction of the County Attorney's Office, coordinates and participates in drafting legal forms, documentations, agreements, and notices involved in the acquisition, sale, lease, or exchange of property.

Prepares maps, plats, or other exhibits for planning and presentation purposes; with the assistance of the Surveyor's Office, coordinates and reviews legal descriptions and drawings of properties to be acquired, sold, or exchanged.

Performs physical inspections of subject properties. Orders and reviews title reports and real property appraisals.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in GIS, Civil Engineering, geography or a closely related degree, plus two (2) years of work experience in GIS, civil engineering, cartography, or a related field that must have included use of a GIS or CAD system. Preference given for paid work experience performing property management/acquisition and related activities. Directly related experience may be substituted for education on a year-for-year basis.

2. Special Qualifications:

Must possess an active Real Estate Sales Agent or Broker license issued by the Utah Division of Real Estate.

Educational emphasis and/or work experience in GIS, cartography, civil engineering, computer-aided drafting.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: GIS practices and operations, cartography, computer - aided design and drafting, planning and zoning ordinances; real estate law; land development procedures; real estate appraisal techniques. Working knowledge of: the principles and practices of City/County government; planning; community development.

Skill in computer-aided design and drafting and utilizing geographic information systems.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: design and create maps; perform complex arithmetic computations; negotiate terms and conditions with various parties; communicate effectively (orally and in writing); follow written and oral instructions; work with minimal supervision; establish and maintain effective working relationships with supervisors, other employees and departments, private and public landowners, land developers, other governmental agencies, and the general public.