



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

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| Job title | Mapping Administrator |
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GENERAL PURPOSE

Under general direction, plans, organizes and manages the District's standby property assessments program; processes property into Improvement Districts, Fringe Areas, and Zone of Benefits; ensures compliance with all applicable legal requirements; trains and assists Mapping Technicians in resolving problems associated with GIS map production and record storage; coordinates the map, record development, and archiving program to support a wide variety of engineering and planning requirements; performs a variety of complex and highly technical computer workstation operations to maintain and produce accurate land base, standby, facility and ad-hoc maps and reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Mapping series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to manage the District's standby property assessment programs. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Mapping Manager in in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of mapping operations within the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Mapping Manager. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, carries out and integrates work plans that will achieve the objectives of the District's standby property assessments and other fixed charge programs; develops and implements systems and work processes to ensure the accuracy and timeliness of the standby property assessment charges.
- Plans, coordinates and implements all District-wide activities relating to the standby tax revenue collection process and other fixed charge programs; explains purpose of standby program to property owners, public agency staff, and the public.
- Performs highly technical and complex specialized duties in the preparation, administration, and maintenance of Geographic Information Systems (GIS) and computer-aided drafting to produce current facilities maps and records; provides technical expertise to GIS users.
- Performs mapping duties related to as-built engineering drawings and revisions; oversees the quality control aspects of other GIS mapping system analysis and related tasks.
- Keeps informed of changes and new legislation pertaining to law, codes, and regulations affecting the work of the standby property assessments program.
- Reviews a variety of maps and monitors District water and sewer facilities and new connections to ensure accurate calculations of benefit zones.
- Monitors Riverside County Assessor mapping and re-mapping efforts to ensure accuracy of standby charges; researches County Assessor and other public records including parcel maps, tract maps, and other documents, both manually and by computer, to ensure accuracy of parcel calculations and determines which standby program the parcels fall into; organizes and maintains improvement district project files.
- Serves as District point of contact with the County Assessor, Auditor-Controller, Treasurer-Tax Collector and State Board of Equalization in all matters relating to fixed charge assessments.
- Drafts board letters, agendas, ordinances, resolutions, and reports for the EMWD Board and various County agencies; makes presentations to the Board and/or the public as necessary; prepares and distributes notices and the scheduling of public hearings as required by applicable law; conducts public hearings to present the standby property assessment tax, and answer questions from property owners and the public.

- Ensures delinquent bills and Assessment District charges are processed as a part of the annual property tax bill.
- Prepares, processes, reviews and corrects the improvement district standby maps and exhibits for the yearly public hearing, for accuracy and compliance with District standards.
- Researches and composes correspondence in response to requests for disclosure statement and standby charges.
- Completes complex land survey assignments requiring the use of judgment and initiative in developing solutions to problems and determining work assignments; performs cadastral mapping to maintain land base consistency with County assessor's records, using land survey tools and techniques.
- Conducts quality control audits for work assigned to mapping technicians and provides technical training to ensure accuracy of the GIS.
- Provides unscheduled technical support in answering mapping questions for walk-in customers, phone calls, e-mails and other District departments' staff.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Policies, practices and methods for developing and administering an agency-wide property tax program, state and local laws, rules, regulations and standards governing assessment of property taxes and standby charges.
- Terminology, methods, practices, techniques, and nomenclature of civil, mechanical, and/or electrical engineering including, but not limited to, ArcGIS products, ArcView GIS and Micro station CAD system and drafting media, COGO software and traverse procedures, and modern drafting and mapping procedures.
- Algebra, geometry and trigonometry as applied to mapping processes; District files and locations and the means for retrieving information.
- District operating policies and departmental work procedures and quality standards.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate multiple, complex projects and meet critical deadlines; understand interpret, explain, and apply laws, policies and District practices as they apply to standby property assessments.
- Work on a variety of personal computer, computer-aided drafting, and GIS applications.
- Analyze technical data and legal requirements.
- Read and interpret engineering drawings, sketches, assessor's parcel maps, legal descriptions and cadastral mapping products.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of increasingly responsible subprofessional, technical civil engineering work involving GIS software.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, geographic information systems, or a related field.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

WORK ENVIRONMENT

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Mapping Administrator
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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| Approved by: | <i>Board of Directors</i> |
| Date adopted: | <i>March 29, 2020</i> |
| Date modified: | |
| FLSA determination: | <i>Exempt</i> |

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Mapping Administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____