

NEW CASTLE COUNTY GOVERNMENT

Number 0648

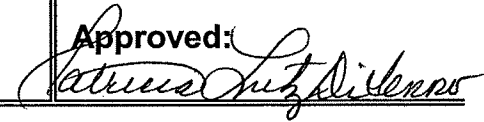
CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

Title: MAPPING SUPPORT SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Supervises the compilation and maintenance of maps and geographic data to support New Castle County's land use and property assessment functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising and participating in the preparation of a variety of maps and related data which are used for property identification, property assessment, and zoning purposes. This employee supervises technical and support staff who prepare and update maps and geographic data and coordinates the compilation, drafting, indexing, and all other functions required to maintain such maps. This employee assists in the development and maintenance of utilizes the Geographic Information System (GIS) and utilizes computer-aided drafting (CAD) system in the course of the work. Responsibilities include coordinating mapping and drafting activities with the activities of other sections as needed. Work is performed independently within established objectives, standards, and specifications. Assignments are carried out in accordance with nationally accepted property assessment and cartographic drafting practices under the general supervision of the Property Assessment Services Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Makes work assignments and supervises work relating to the preparation and updating of County maps;
- Reviews the work of subordinates to ensure conformance with standards and specifications;
- Supervises the receipt and interpretation of deeds, wills, and subdivision plans submitted;
- Supervises the processing of requests for mapping information from governmental agencies, realtors, attorneys, property appraisers, and the general public;
- Supervises the maintenance of geographic data and property ownership data;
- Plans and coordinates completion dates and monitors the progress of the work;
- Assists in the compilation and drafting of maps;
- Serves as liaison for map information and preparation among staff, other departments, and agencies;
- Coordinates drafting activities with other departments;
- Provides expert testimony at hearings and in court on matters pertaining to maps and ownership records and assists in defending assessments before the Board of Assessment Review;

NEW CASTLE COUNTY GOVERNMENT

Number 0648

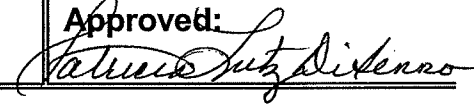
Page 2 of 2

CLASS SPECIFICATION

Date 11/01/03

Title: MAPPING SUPPORT SUPERVISOR

Approved:



- Assists in the preparation of detailed reports relating to property identification and information and prepares other special reports such as budget and staffing needs as requested;
- Supervises the development and maintenance of filing systems for maps, plans, drawings, and technical reports;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the methods, principles, practices, and drafting instruments used in map preparation, in the reduction and reproduction of maps, and in the preparation of graphics materials; thorough knowledge of real estate law and conveyancing procedures; good knowledge of the techniques used in aerial photographic interpretation; good knowledge of administrative procedures; good knowledge of computer capabilities in the maintenance of map information; ability to operate a computer-aided drafting (CAD) system; ability to plan, assign, supervise, and evaluate the work of others; ability to resolve difficult and complex mapping problems; ability to prepare detailed reports; ability to establish and maintain effective working relationships with subordinates, other employees, government officials, agencies, and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience in compiling, drafting, and indexing maps, to include at least three years experience supervising the preparation of maps, and completion of two years of college with major course work in cartography, drafting, engineering, or closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/98
Revised: 09/01/99
Revised: 11/01/03