



GIS CARTOGRAPHER 1

Department: Assessor's Office

Job Class #: 665400

Pay Range: Professional 02

FLSA: Non-Exempt

Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is skilled cartographic work for Pierce County. An employee in this classification is responsible for producing and updating county maps, graphs, and charts to be used as public documents. An employee is expected to assist in providing technical skills for various divisions in the use of current GIS (Geographic Information Systems) technologies. Work involves transferring information from legal descriptions, aerial photos, ortho photos, and existing maps to a digital record using computer aided drafting techniques. Work is performed under the direction of senior staff member and is expected to perform these duties while conforming to established Pierce County standards and acceptable industry standards.

ESSENTIAL FUNCTIONS:

- Creates, maintains, and updates County GIS spatial layers (maps) for purposes of property location and identification by co-workers and the general public. This includes building maps, wetland inventory maps, parcel maps, and a wide variety of other maps.
- Designs and creates maps, charts, graphic illustration for use by department employees and the general public.
- Assists in the maintenance of County GIS data themes consistent with adopted County and accepted industry standards.
- Assists in the production of mapping services and products; coordinates symbolization, topography, and appropriate scales.
- Designs and constructs graphic illustrations for technical reports, displays, graphs, signs, pamphlets, and literature; designs and plans layouts to achieve clarity in presentations.
- Compiles, designs, and constructs final art using both automated and manual methods; monitors and coordinates the reproduction of map products.
- Maintains a variety of logs, files, records, and maps. Designs, implements, and maintains required logs and record forms, maps, equipment, and materials.
- Maintains address change files; assigns names of private and public roads and addresses by the County grid numbering system and coordinates the notification of emergency services, utility, and postal authorities of all new addresses and roads.

OTHER JOB FUNCTIONS:

- Responds orally or in writing to inquiries concerning zoning information, building permits, addressing issues, appraisal areas, parcel assessments, etc.; may assist in special projects and the preparation of staff reports as required.
- Maintains, repairs, and cleans cartographic/drafting/GIS equipment.
- Performs other job functions as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of maps and legal descriptions.
- Knowledge and understanding of current GIS methodologies and techniques.
- Knowledge of basic printing and photographic systems.
- Knowledge of computer operations including windows applications, word processing, spreadsheets, and AML.
- Knowledge of drafting, photogrammetry, land surveying techniques, and land use laws.
- Ability to research, verify, edit, and update GIS spatial data base.
- Ability to maintain an accurate and complete filing system.
- Ability to interpret and convey oral and written instructions.
- Ability to prepare accurate records, finished maps, exhibits, and documents for permanent reference and publication.
- Ability to establish and maintain effective working relationships with staff, clients, vendors, associates, and the general public.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS: An Associate degree or graduation from a vocational or technical school in geography, cartography, GIS or related field; or two or more years of related work experience such as GIS mapping, surveying, civil engineering, or municipal planning/zoning. Additional education or experience may substitute for the recruiting requirements.