



Human Resource Division

Eileen F. Sedillo
Human Resource Director

Maria L. Martinez
Chairman - District 4

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Vice-Chair - District 1

Janice C. Varela
Commissioner - District 2

Max O. Trujillo
Commissioner - District 3

Chris A. Najer
Commissioner - District 5

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of GIS System Operator/Chief Mapper. Under the direction of the San Miguel County Assessor, the GIS Parcel Mapper will be responsible for performing a variety of tasks involving digital mapping and geographic information system (GIS) data entry, plus develop, administer, analyze and implement the Geographic Information Parcel Mapping System for the County Assessor. Knowledge of principles and land surveying as it applies to parcel-level mapping; knowledge in computer science as it applies to GIS, GIS software, and modules TIN, GRIN, INFOR, Image Integrator and Data Conversion.

TECHNOLOGY POSITIONS RANGE III

SALARY:

\$35,000.00 - \$42,000.00



DEADLINE:

Deadline for applications with attached resume is Monday, January 28, 2019 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

Connie Gallegos, County Assessor

1-11-19

Date

Vidal Martinez, Ed. D., County Manager

1/11/19

Date

Eileen Sedillo, Human Resource Director

1.14.19

Date

Published: 1-14-2019

SAN MIGUEL COUNTY

JOB DESCRIPTION SUMMARY

POSITION TITLE: GIS System Operator/Chief Mapper
DIVISION: Property Assessment-Administrative
DEPARTMENT: Property Assessment
POSITION STATUS: Permanent

POSITION SUMMARY:

Under the general direction of the County Assessor, the GIS Parcel Mapper will be responsible for performing a variety of tasks involving digital mapping and geographic information system (GIS) data entry, plus develop, administer, analyze and implement the Geographic Information Parcel Mapping System for the County Assessor.

MINIMUM QUALIFICATION REQUIREMENT:

High school diploma or G.E.D.; two years related experience in computer mapping (college courses/degree could be substituted for two years experience); Knowledge of principles of land surveying as it applies to parcel-level mapping; Knowledge in computer science as it applies to GIS, GIS software, and modules TIN, GRIN, INFOR, Image Integrator and Data Conversion. Must possess a valid NM driver's license and be insurable under San Miguel County insurance.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Coordinates and manages GIS activities among all County Divisions.

Provides GIS technical assistance to all divisions.

Establishes and manages GIS database development, definitions, maintenance, and implementation.

Directs integration of GIS databases, tables, maps, and overlays.

Designs, directs and manages County departmental GIS training & procedures.

Coordinates and prepares general plans for the GIS System.
Provides technical assistance in database planning, and in creating and improving digital GIS data, drawings, and graphic illustrations.

Installs and maintains GIS related software, to include ArcGIS, ArcView, and other ESRI products as well as Autodesk CAD software products.

Designs, coordinates, and maintains databases related to GIS data and functions. Must be able to write database queries for specific reporting needs.

Keeps records of and writes reports on GIS status and progress.

Travel between offices required.

Operates motor vehicle to travel to various county departments.

Research title chain (research recorded instrument at Clerk's office and/or the local title companies to determine legal standing of property), confirm accuracy of legal description.

Contact necessary persons to assemble information or have correction made on recorded instruments. (Contract made by telephone, letter, or in person)

Change maps with new information as soon as possible. Proof changes on maps.

Assist general public with problems and information.

Perform other duties as assigned by either the Assessor or one of the deputies.

The duties listed above 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 logical assignment to the position.

SUPERVISORY RESPONSIBILITIES:

Supervises employees in the performance of related duties within the mapping department.

OTHER ESSENTIAL REQUIREMENTS:

Must be subject to the County of San Miguel's Drug and Alcohol Free Workplace policy.

Must have the knowledge of the laws and understand legal guidelines for ownership, (such as joint ownership, estate, life estate, trusts, etc.)

Must be knowledgeable with printers, digitizer, plotter, scanner, computer and other equipment used to produce maps.

PHYSICAL REQUIREMENTS:

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

While performing the duties of this job, the employee is frequently required to sit, talk, or hear, use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk. The employee must occasionally lift and/or move up to 30 pounds.

WORK REQUIREMENTS:

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.

Work is performed primarily in an office setting.

Approved by San Miguel County Commission.



Les Montoya, San Miguel County Manager

1/14/07

Date



Elaine Estrada San Miguel County Assessor

1-14-07

Date

Employee Signature

Date