

JOB DESCRIPTION
Mapping Administrator
Code Number: 24001

GENERAL PURPOSE

Under administrative direction, plans, organizes and manages the District's standby property assessments program; processes property into Improvement Districts, Fringe Areas and Zone of Benefits; manages the administration of standby property assessments to ensure compliance with all applicable legal requirements; serves as a technical expert for employees engaged in computer-aided facilities mapping; 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 landbase, standby, facility and ad-hoc maps and reports; and performs related or additional duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position classification is responsible for the management of the standby property assessments program and technical oversight of the Engineering Services Department's maps and records division. The incumbent is responsible for planning, coordinating and implementing all District-wide activities relating to the standby tax revenue collection process and other fixed charge programs. The work of this class is complex and involves significant accountability, a high degree of independent judgment and decision-making responsibilities. The incumbent deals with property owners, public agency staff and the public in explaining the purpose of the standby program. Work entails the use of independent judgment and the application of knowledge regarding legal descriptions.

The responsibilities for this class involve training and technical support for a group of employees performing 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 that will support the operations of multiple District departments. The incumbent is responsible for planning, coordinating and providing technical expertise to GIS users.

ESSENTIAL 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 the class.

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.

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 for accuracy and compliance with District standards, the improvement district standby maps and exhibits for the yearly public hearing.

Researches and composes correspondence in response to requests for disclosure statement and standby charges.

Responsible for the timely completion and technical proficiency of assigned work.

Completes complex land survey assignments requiring the use of judgment and initiative in developing solutions to problems and determining work assignments. Using land survey tools and techniques performs cadastral mapping to maintain landbase consistency with County assessor's records. Trains and assists assigned staff in maintaining an accurate landbase.

Conducts quality control audits for work assigned to mapping technicians and provides technical training to insure accuracy of the GIS.

Provides unscheduled technical support in answering mapping questions for walk-in customers, phone calls, e-mails and other District department's staff.

Performs related duties as assigned.

DESIRED MINIMUM 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; ArcView GIS and Microstation CAD system and drafting media; COGO software and traverse procedures; modern drafting and mapping procedures; algebra, geometry and trigonometry as applied to mapping processes; District operating policies and departmental work procedures and quality standards; District files and locations and the means for retrieving information.

Ability to:

Coordinate multiple, complex projects and meet critical deadlines; understand and interpret, explain and apply laws, policies and District practices as they apply to standby property assessments; prepare clear, concise and comprehensive correspondence, reports and other written materials; analyze technical data and legal requirements; plan, organize, and independently carry out assigned duties efficiently and effectively; understand, interpret, explain, and apply federal, state, and local laws and regulations applicable to standby property assessments; read and interpret engineering drawings, sketches, assessor's parcel maps, legal descriptions and cadastral mapping products; work on a variety of personal computer, computer-aided drafting, and GIS applications; perform detailed work thoroughly, neatly, accurately and efficiently; exercise sound independent judgment within general policy guidelines; follow and apply written and oral work instructions; communicate effectively, orally and in writing; use tact, discretion, and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures; establish and maintain effective working relationships with all levels of District management and staff, Riverside County Administrative Office, State Board of Equalization and the public.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in GIS, civil engineering, business administration or a related field; and five years of experience performing sub-professional, technical civil engineering work, including operating a personal computer using GIS, CAD and COGO software; or an equivalent combination of education and experience.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and drive a vehicle; talk and hear, both in person and by telephone; and use hands to finger, handle and feel objects or controls.

Specific vision abilities required by this job include close vision, distance vision and color vision.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical skills; perform highly detailed work under intensive deadlines; and interact with officials and the public.

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.

The employee usually works under typical office conditions where the noise level in the work environment is moderately quiet.

FLSA DETERMINATION: Meets the administrative exemption from overtime.