



POSITION DESCRIPTION

Position Title: Mapping Technician
Reports to: Community Development Director
FLSA Status: Non-Exempt
Status: Regular Full-Time
Grade: III
Hours of Work: Primarily regular dayshift office hours.

Statement of Duties

Position performs mapping duties for the Community Development Department. The work involves providing and generating maps, information and assistance to the public and other departments, and direction and assistance for the Village's GIS system.

Supervision

Employee works under the general supervision of the Community Development Director. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. Unusual situations are referred to the supervisor for further instruction. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Employee does not have any supervisory responsibilities.

Employee may be required to work outside of normal business hours to perform position duties.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation

Errors can result in an adverse public relations, delay or loss of service, monetary loss, and/or legal repercussions.

The position may have contact with the public, attorneys, developers, other Village departments, local boards, committees and organizations, and county, state, and federal agencies to respond to inquiries regarding property and development issues. The purpose for contact is to provide information or assistance, coordinate work, and resolve problems. Contacts are usually made in writing, in person, via e-mail, and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Serves as Mapping Technician for the Village.
2. Answers telephone and responds to inquiries, takes messages, or refers individual to the proper personnel/department for assistance.
3. Assists in the compilation of exhibits for Ordinances.
4. Obtains copies of subdivision plats for recording.
5. Serves as Mapping Technician; Keeps Village Parcel Maps Current; Updates miscellaneous project maps for Zoning, Comprehensive Plan, Addresses, Pending Residential, Taxing Districts, and other subjects.
6. Updates and generates Street Maps for public and Police Department use.
7. Generates special project maps for boundary agreements, grants, exhibits for Ordinances, exhibits for legal issues, and other matters.
8. Generates drawings for Subdivision Regulations and other Village documents.

9. Generates maps for other government agencies including the School District, Fire District, Post Office, and Oswego Economic Development Corporation.
10. Transmits new development information for review and comment by other local taxing bodies (school, fire, library, township, park district, etc.).
11. Mails out revised Zoning maps, Pending Residential maps, and submittal schedules.
12. Checks requested street names for duplication.
13. Performs similar or related duties as required.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office, and is required to stand, walk, sit, talk, listen, use hands, stoop, kneel, and reach with hands and arms while performing position duties. Employee frequently lifts up to 30 lbs. Normal vision is required for position. Equipment operated includes office machines, and personal computers.

Education and Experience

A candidate for this position should have experience with ArcGIS 9.2 software and cartographic mapping concepts and familiarity with Excel and Access. Prefer a Bachelor's Degree (B.S. or B.A.) from a four-year appropriately accredited college or university; or five years of related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Computer mapping
- Legal terminology

Skill in:

- Mathematical concepts and calculations
- Organization and attention to detail

And ability to:

- Read and understand legal descriptions, plats, plans, and drawings
- Establish and maintain courteous and effective working relationships with other employees, public officials, contractors, developers, architects, and general public
- Communicate effectively in person, over the phone, and in writing

- Work under pressure with frequent interruptions, and handle stressful situations