GIS Tax Map Supervisor
Tompkins County

Department: Assessment Department
Classification: Competitive
Labor Grade: White Collar Grade 13
Approved: Board Resolution 174, 1970
Revised: 9/88; 5/91; 5/24
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a four-year college with an Bachelors Degree in construction, civil technology, geography, cartography, planning, engineering or related field AND one year of full-time paid (or the equivalent part time and/or volunteer) experience working in a public or private planning, engineering, architectural, or similar technical agency using GIS or CAD software, and database applications or surveying work involving the laying out or mapping out of property lines; OR

(b) Graduation from a two-year college with an Associates Degree in construction, civil technology, geography, cartography, planning, engineering or related field AND three year of full-time paid (or the equivalent part time and/or volunteer) experience working in a public or private planning, engineering, architectural, or similar technical agency using GIS or CAD software, and database applications or surveying work involving the laying out or mapping out of property lines; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND five years of experience as indicated in (a) above

(d) Any combination of training and experience equal to or greater than that described in (a), (b), or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Required to possess a valid New York State Driver's license to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is a Supervisory and Technical position involving responsibility for the maintenance of all county tax maps. The work involves the production of tax maps. Incumbent will be responsible for responding to public inquiries and data requests. Work is performed in accordance with State Real Property Tax Law and State and county Health Law. This position requires the ability to work with a high degree of autonomy making daily independent judgments in managing and coordinating major projects. Supervision is exercised over the work of subordinate technical and clerical personnel. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates for the scripts and procedures used in the mapping and distribution of County Tax Maps and property related information internally, inter-municipally, and to support public applications;
- Oversees the development and maintenance of systems to maintain the county tax map process;
- Acquire, update and maintain GIS electronic databases and maps;
- Prepare analysis of data and geographical maps in support of County projects and programs;

- Apply scientific and statistical methods to obtain, analyze, classify and rectify data to develop and/or modify geo-spatial databases;
- Create a variety of electronic and hard copy map products;
- Perform Quality Assurance/Quality Control procedures for GIS data;
- Provide GIS technical support and training to departmental staff;
- Develop custom GIS applications for the public to access real property assessment data;
- Supervises and participates in searching records and deeds to establish transfer of properties;
- Supervises and assists in plotting and mapping all changes in property lines from various documents and sources;
- Gives information to public and court system regarding records and maps and determines whether changes are necessary in tax maps;
- Calculates mathematical areas and distances required for map revisions;
- Supervises the production tax maps;
- Prepares various reports from real property transfers;
- Makes progress reports on work activities;
- Supervises and oversees tax map functions to ensure quality of services.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of deeds and other property records;
- Thorough knowledge of the principles, tools, and materials used in mechanical drawings;
- Good knowledge of mathematics including algebra, geometry and trigonometry;
- Working knowledge of State and development laws as they related to reading tax maps;
- Ability to operate personal computer;
- Ability to read, revise and understand tax maps;
- Ability to interpret and analyze parcel description data;
- Ability to supervise the work of others;
- Ability to get along with others;
- Good judgement, integrity and accuracy;
- Physical condition commensurate with the demands of the position.

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