

## LAND INFORMATION MAPPING TECHNICIAN

### FUNCTION OF THE JOB

Under supervision, to support the implementation, maintenance, and production of the digital map information of the Countywide, computerized, integrated land information system; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supports and assists in the implementation and maintenance of a computerized, integrated, Countywide land information system.
2. Converts existing paper maps into digital format for use within the Geographic Information System.
3. Creates, maintains, and updates land information and other spatial data.
4. Performs quality control checks on various spatial data sets to ensure conformity to existing County mapping standards.
5. Imports data in various file formats from external sources; translates and integrates the data into the County Geographic Information System.
6. Develops complex maps, tables, and charts for display using geoprocessing functions and analysis; maintains and updates departmental maps as needed.
7. Provides technical support for Geographic Information System to users in other departments, government agencies and commercial entities by providing land information data, training, project design assistance, troubleshooting aid, and application design assistance as appropriate.
8. Creates custom maps and maintains collection of digital and analog maps, aerial photographs and publications for reference and sale and assists the public in this purchase.
9. Compiles and analyzes land information data, statistics, and trends to assist in various decision-making processes.
10. Prepares and maintains detailed records, reports and metadata related to mapping.
11. Establishes and maintains effective working relationships with staff, other departments, municipalities, government agencies, and commercial entities which utilize land information.
12. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Working knowledge of the ESRI suite of products and standards.
2. Working knowledge of COGO coordinate geometry techniques for updating parcel maps and spatial databases.
3. Working knowledge of geographic information systems and their operation, uses, and requirements.
4. Working knowledge of the principles and practices of land surveying and the public land survey system.
5. Working knowledge of the principles and practices of cartography and geography.
6. Working knowledge of the Wisconsin Public Land Survey System (PLSS).
7. Ability to create, maintain, and update various maps and attribute data using geographic information systems equipment.
8. Ability to perform technical research work and analyze data used in mapping projects.
9. Ability to work independently and prioritize and complete assignments in a timely manner.
10. Ability to communicate effectively both orally and in writing.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

11. Ability to write clear and concise reports.
12. Ability to make effective presentations.
13. Ability to establish and maintain effective working relationships with staff, other departments, municipalities, government agencies, and commercial entities which utilize land information.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. Bachelor's degree from an accredited college or university in geography, geographic information systems, land use planning, computer science, or a closely related field.