

Position Title: Land Information Officer

FLSA Status: Exempt

Reports to: County Conservationist

Pay Grade: Q

Department: Land Information Office

### I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for planning and directing GIS projects and related land information modernization projects for the benefit of County departments; Federal, State and local units of government; public and private sector entities; and the citizens of Vernon County. This position serves as the County's Land Information Officer and is responsible for coordinating land record modernization activities according to the County's Land Record Modernization Plan as required by the Wisconsin Land Information Program (WLIP). Position exercises considerable independent judgment and works with little to no direct supervision.

### II. Essential Duties and Responsibilities

#### GIS, Technical, and Related Data Administration Duties

- Maintains complex databases and related information regarding land records. Creates and maintains GIS data layers and attributes.
- Performs GIS database administration – set-up & maintenance of GIS database users and related permissions for database use and editing; database maintenance tasks (i.e. re-indexing, compression); and database migration/conversion.
- Maps tax parcels. Reads and interprets legal property descriptions. Integrates databases with parcel maps.
- Provides oversight of the County's Public Land Survey System (PLSS) maintenance program. Drafts related requests for proposals and contract documents.
- Creates and maintains maps and GIS databases. Prints and plots maps as needed.
- Assists public & cooperating agencies in acquisition and use of various GIS data layers.
- Assists with E911 addressing reconciliation and related GIS data maintenance for emergency response/management.
- Develops and maintains GIS based interactive mapping websites used by county staff and the public.
- Installs and maintains GIS software applications and associated updates. Works closely with the IT Department to troubleshoots and maintain GIS hardware & software configurations. Evaluates and orders land information related software. Investigates and explores innovations and evolving GIS technology to improve processes.
- Field data collection and verification of locations with GPS, maps, etc.

## 1

Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Rev. 1/1/2022

**GIS Coordinator / Land Information Officer Duties**

- Serves as the County's designated Land Information Officer; required for County participation in the WLIP.
- Organizes and attends Land Information Council meetings, provides guidance, and prepares and posts Council meeting minutes & agendas.
- Edits & maintains content for the Land Information and County Surveyor pages on the County's web site.
- Provides GIS technical assistance and conducts training on GIS software and land information use to county employees and local municipalities as needed.
- Prepares and assists with implementation of the Land Information Budget.
- Prepares, submits, and administers Wisconsin Land Information Program and other grants related to land information needs of the County.
- Prepares and submits annual WLIP reports.
- Prepares and develops specifications and drafts RFPs for GIS data acquisition other land information related projects.
- Develops and implements Vernon County's Land Records Modernization Plans.
- Develops and enforces policies and standards for data sharing and uses.
- Regularly attends Wisconsin Land Information Association (WLIA) meetings, and Land Information Officer Network (LION) meetings.
- Supervises and coordinates activities of Vernon County GIS Technician(s), GIS Intern(s), and the County Surveyor.
- Frequently works with Land Conservation, Property Listing, Zoning, Dispatch, Emergency Government, and Highway on projects related to collecting, developing, and maintaining land information data related to their department operations.
- Maintains knowledge of computer-aided mapping systems, geographical information systems and land records modernization methods. Attends and participates in workshops, seminars, conferences, and various GIS user group and/or training meetings.
- Communicates with State & Federal agencies and WLIA members regarding policy questions. Coordinates projects with other counties, State, Federal, and private organizations.
- Maintains Ward/Minor Civil Division boundaries for required biannual submittal to the WI Legislative Technical Services Bureau (LTSB) for State of WI needs and US Census Bureau needs.
- Using a GIS application developed by the LTSB, develops local redistricting plans for consideration by the County Board after every decennial US Census.
- Annually prepares and submits a GIS parcel data set that includes tax and assessment information to the State of WI (DOA) that is required for participation in the WLIP.

### Planning Related Duties

- Develops and/or acquires maps and data important to land use and community planning. Participates in public input sessions as appropriate to derive new map and data layers that are needed for planning activities.
- Designs, prepares, and/or acquires various technical resources on population, land use, parks and recreation, economic development, historic preservation and other planning issues as appropriate and as needed.
- Develops, implements, and disseminates public information, education, and technical assistance on planning and development issues as needed. Gives presentations to groups interested in land use and community planning as appropriate and as requested.
- Conducts and/or participates in workshops to demonstrate the use of GIS tools for land use and community planning as appropriate and as requested.

### III. Related Job Functions

- Assists with the development of County zoning ordinances, land division ordinances, and other related planning projects.
- Keeps current and in compliance with all Federal and State statutes and standards as related to land records, geographic data, cartographic methodologies, and metadata issues.
- Evaluates new technology for improving the efficiency of County operations related to land information development & maintenance.
- Assists and conducts formal and informal training on GIS and/or planning software.
- Attends meetings and training sessions as needed; some in the evenings.
- Occasionally assists the County Surveyor with PLSS corner maintenance field work
- Performs reviews of surveys to be recorded/filed in absence of County Surveyor.
- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Performs related work as required or directed.

### IV. Physical Demands

Typical working environment is within a non-smoking temperature-controlled office building.

About 80% of the time is spent sitting, 5% is spent in physical walking over difficult terrain in all types of weather conditions, sometimes carrying equipment (5 to 30 lbs.); 5% of the time is spent driving; 25% of the time is spent filing or typing, carrying less than 10 lbs.; must be physically capable to operate hand tools weighing 5 to 25 lbs.; 50% of the time talks to clients, callers, department staff; 10% of the time moves about the office; 10% is spent standing and reaching in order to perform filing or other duties.

## V. Education, Experience, and Qualification Requirements

- Requires a Bachelor's Degree
  - Area of Study – geography, cartography, planning, geographic information systems, computer science, natural resources, or a related field.
  - Minimum of 2 years of professional GIS experience required; 3-5 years or more of professional GIS experience preferred.
  - In evaluating candidates for this position, the County may consider a combination of education, experience and training that provides the necessary knowledge, skills, and abilities to perform the duties of the position.
- Proficient with ESRI's core suite of GIS applications (Enterprise Server, ArcMap, ArcCatalog, ArcGIS Pro, Web AppBuilder, Portal), ArcGIS Online, Dashboards, and Survey123.
- High level of competency in a broad spectrum of computer skills; must possess a working understanding of network and system administration concepts; must be proficient with applications in the MS Office suite (Word, Excel, Access, PowerPoint, Publisher, and Outlook);
- Experienced in field data collection using survey and mapping grade GPS equipment.
- Minimum of 1 year of supervisory experience; 2 or more years is preferred.
- Ability to independently accomplish detail-oriented work duties, ability to learn new technologies, and effectively work in a team setting.
- Ability to analyze and categorize data and information in order to determine the relationship of data with reference to established criteria/standards.
- Ability to work in a pleasant and understanding manner with the general public, county officials, co-workers, vendors, etc.
- Considerable knowledge of the departmental/governmental programs, operations, and policies with respect to general functions performed.
- Strong verbal and written communication skills, willingness to share knowledge and train colleagues, and strong organizational skills.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.