Geographic Information Systems Chief (7211)

Task List

1. Extracts information from legal deeds by entering keyboard commands onto a computer in order to obtain deed reference numbers and create geographic features to legally represent a piece of property/parcel of land in the City.

2. Reviews mathematical calculations, such as area calculation, square mile determination, and acreage determinations using basic math, geometry, trigonometry, mathematical tables, and numerous calculation aids such as calculators, scales, planimeters, or computer resident software to determine areas, locations, angles, and distances on maps.

3. Answers telephone inquiries on topics such as infrastructure, construction, parcel, land use and zoning information, earthquake safety, fire district restrictions, and crime areas to satisfy both public and City department requests for this information.

4. References Department maps, County recorded documents, state freeway maps, engineering drawings, engineering cadastral maps, and/or case files in order to obtain infrastructure information and relevant property and/or zone information used to construct maps and provide data.

5. Enters and edits various geospatial features such as lines, text, symbols, arcs, and legends into separate data files, map layers, or levels within a layer to generate various types of plots or graphic displays using a computer keyboard tablet or menu and an extensive series of commands or software such as Environmental Systems Research Institute (ESRI) software and/or other software used by various City Departments.

6. Accesses and processes database information, such as parcel acreage and perimeters, existing and proposed zoning designations, etc., using a computer in order to create graphic images of these elements.

7. Accesses, references, and extracts information contained in various data files such as geospatial or tabular data within Oracle or SQL databases using keyboard commands in order to analyze and process data, perform line checks or final checks, or produce engineering maps or other special purpose maps.

8. Writes programs, scripts, or macros using a computer to automate the process of creating or manipulating a map including map settings, map positions, line sizes, plot scales, text type, and levels used on map hard copies, and processes data for local or wide area networks, as well as for internet/intranet access.

9. References existing boundary, tract, cadastral, and other data sources, which contain information such as street width, tract names, map references, and street names, to gather information used to add detail to new, computer generated maps.

10. References, reads, and interprets additional documents or data information sources, such as microfiche records of County recorded documents and other legal documents, in order to ensure the computer data base and map are accurate.

11. Enters alpha-numeric information, such as street names, street widths, tract and lot numbers, easement document numbers, and other information into a geospatial database using a computer, menu, tables, and other digitizing devices to ensure map accuracy.

12. Uses and provides training on various geospatial software in order to evaluate compatibility, ease of use, and practicality for Department use.

13. Creates budget requests using Office of the Controller and/or internal forms for software, hardware, and personnel needed to accomplish the work program.

14. Writes both quantitative and qualitative performance standards and discusses with employees to establish a basis for evaluating employee performance and to ensure that employees are aware of the supervisor's expectations.

15. Explains work methods and City, Department, division, and section policies verbally such as the Memorandum of Understanding (MOU) to employees in order to assure they are properly informed of behaviors and standards necessary within the Department.

16. Evaluates and explains assignments to subordinates in terms of difficulty, resources needed, and time frame required for completion in order to delegate appropriate assignments to employees, set expectations with management, and achieve the expected result.

17. Reviews and documents assignments and updates statuses as activities are completed in order to keep track of assignments, assure work quality and/or quantity is consistent with standards of work performed by staff, and gives verbal or written praise or constructive criticism to recognize good/poor job performance and promote morale.

18. Answers questions from subordinates regarding their work assignments, such as deadline problems, procedural concerns, or external factors impeding work, and recommends methods to subordinates to increase efficiency or accuracy in task performance.

19. Listens to employee concerns, grievances, disputes, and/or complaints and takes appropriate actions based on an analysis of the facts and application of the rules and informs management of concerns, ideas, or suggestions.

20. Discusses activities of organization with other supervisors in order to coordinate inter-organizational work.

21. Schedules employee work hours, including recommending overtime or approving employee requests for time off such as sick time or vacation time, based on workload of unit in order to assure completion of unit activities.