



# COUNTY of CUMBERLAND

## JOB VACANCY ANNOUNCEMENT

POSTED: AUGUST 19, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
<b>GIS TECHNICIAN I</b>	<b>FULL-TIME</b>	<b>\$30,805</b>	<b>63</b>
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
<b>PLANNING &amp; INSPECTIONS</b>	<b>PLN0010</b>	<b>OPEN RECRUITMENT</b>	

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Vocational/Technical degree with training emphasis in CAD, cartography, civil engineering or a related field with a working knowledge of GIS; supplemented by one (1) years experience and/or training in cartography work, CAD and GIS; or an equivalent combination of education, training, and experience. **Trainee Appointment:** Vocational/Technical degree with training emphasis in CAD, cartography, civil engineering or a related field with a working knowledge of GIS.

### **HOW TO APPLY:**

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application.

### **CONDITIONS OF EMPLOYMENT:**

Requires certification in Property Mapping within three (3) years of employment and required to maintain certification. Must have or obtain and maintain a valid NC driver's license with an acceptable driving record. Employee must provide appropriate transportation. Requires drug-screening test and receipt of negative results for the use of drugs specified in the county policy. Background check with local authorities required.

### **GENERAL POSITION DESCRIPTION AND DUTIES:**

Under direct supervision, the purpose of the position is to create and update technical drawings and maps using a digital mapping, (GIS) drafting, (CAD) program for the Planning and Inspection Department. Employees in this class conduct field work surveys; use drafting instruments and CAD/GIS applications to prepare maps and other technical drawings, graphics and documents for use in Planning programs. Reports to Plat and Plan Review Officer. Researches property ownership, location, acreage, easement and right-of-way information by utilizing deeds, plats, legal documents and other records for the purpose of developing, updating and maintaining maps for rezoning and Board of Adjustment cases. Prepare sketch maps, location maps, and site plans for Planning Board, Board of Adjustment and subdivision cases. Conduct fieldwork surveys to gather land use information needed for maps and technical documents and record site information with digital camera. Produce digital copies of tax maps for use in field survey work and prepare lists of PINs to key into database for preparation of lists for mailings. Maintain and updates case history maps for all zoning and board of adjustment cases. Provide general and technical assistance to land owners, County agencies/employees, and the general public regarding property location, zoning classification, topographic and ortho-photo maps and other zoning information. Employees utilize digital mapping programs in GIS and CAD to perform assigned duties. Serve as Deputy Plat and Plan Review Officer in the absence of the Chief Plat and Plan Review Officer. Assist with setting up and breaking down displays and equipment for various staff and Board meetings. Run blueprints and computer copies of topography and zoning maps; plats to be recorded. Prepare ortho-photo maps for other Planning sections to assist in studies. Perform related duties as required.

### **KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Has considerable knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of GIS Technician I. Has considerable knowledge of principles and practices of drafting and cartography to include utilizing department specific CAD and/or GIS software(s). Has some knowledge of the laws, ordinances, standard, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and a related professional language used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

**THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us)

**AN EQUAL OPPORTUNITY EMPLOYER.**