

**POSITION DESCRIPTION
LAND INFORMATION DEPARTMENT
DIRECTOR LAND INFORMATION DEPARTMENT**

Position Title: Director of Land Information
Date: April 2004

Department: Land Information
Reports To: Columbia County Land Information &
Records Committee

Purpose of Position

This is a managerial position in the Columbia County Land Information Department, under the direction of the Columbia County Land Information & Records Committee. Responsible for coordination of current and future management functions of the county's land records modernization efforts. Provide direction to staff overseeing the Property Listing duties and coordinating the integration of the County's Geographic Information System (GIS) with computerized land records of other county departments, the county municipalities and townships, federal and state agencies and private entities. Exercise initiative and independent judgment in making recommendations for the on-going development of the County GIS, including web-enabled technologies. Involves considerable contact with other County Departments, local, state and federal governmental agencies and private businesses.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

Essential Duties and Responsibilities

- Overall responsibility for the supervision and operation of the Land Information Department.
- Serves as Land Information Officer in accordance with Wis Stat 59.72
- Coordinate land information projects within the county, between the county and local government units, between the state and local governmental units and among local governmental units, the federal government and the private sector.
- Research, review and recommend projects for grants from the Land Information Board under s. 16.967 (7), and other sources.
- Responsible for the design, development and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys; wetlands identified by the Department of Natural Resources; a modern geodetic reference system;; and restrictive covenants.
- Direct the preparation of parcel property maps that refer boundaries to the public land survey system and are suitable for use by local governmental units for accurate tax parcel boundary line or land survey line information and are suitable for use by local governmental units for planning purposes.
- Coordinate the design, development and implementation of land records systems integration projects.
- Responsible for assessing county GIS needs, planning and coordinating an automated and integrated land records information system for the county.
- Work closely with County Land Information & Records Committee and related departments.
- Assesses and evaluates mapping and land records needs; plans and coordinates effective long-range solutions.
- Acts as primary contact person for State Land Information Board and outside agencies.
- Facilitate countywide land records modernization planning, plan preparation and plan updating.
- Writes annual Land Records report and updates annual and five year Land Records Plans.

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- Writes and manages County Surveyor contract for County monument maintenance; works with County Highway Commissioner to ensure monument retrieval in road right of ways.
- Coordinate the County's remonumentation program in accordance with Wis Stat 59.74(2).
- Oversee the construction of metadata for all geospatial data and data attributes in compliance with the Content Standards for Digital Geographic Geospatial Metadata Workbook as published by the Federal Geographic Data Committee.
- Coordinate the preparation of up-to-date data dictionaries for all geospatial data and data attributes.
- Prepare and manage annual operating and capital budget for the Department.
- Represent Columbia County at Wisconsin Land Information Association, URISA, and other professional association meetings and functions.
- Keep current and in compliance with all Federal and State statutes and standards as related to land records, geographic data, cartographic methodologies, public access, privacy and metadata issues.
- Coordinate, organize and promote the distribution and public access of County Land Records information using current technologies including the Internet

Licenses, Certifications and Special Requirements

- Valid Wisconsin Drivers License
- Expected to maintain automobile liability insurance

Knowledge, Skills and Abilities

- Ability to work independently and with minimal direction.
- Knowledge of governmental accounting and budgeting practices.
- Knowledge of property assessment principles and state requirements.
- Ability to read, comprehend, and integrate complex real property legal descriptions into existing and future land records and geographic information systems.
- Well-developed knowledge of GIS methods and procedures for input, processing output, and development of non-technical user applications.
- Working knowledge of cartographic principles and theory as they affect geographic data input and output in a hardcopy as well as a digital environment.
- Expertise in map composition, design and production methodologies.
- Knowledge of Public Land Survey System, coordinate systems, global positioning system, orthophotography and standard mapping principles.
- Knowledge of surveying principles and practices.
- Understanding of rectangular survey and Coordinate Geometry methodology in a manual as well as a digital format.
- Knowledge of cadastral parcel and index parcel mapping standards and methodologies.
- Functional understanding and knowledge of data migration and integration from numerous diverse sources and data types.
- Ability to utilize a variety of advisory data and information such as surveys, maps, land information records, grant applications, County Land Records Modernization Plan, reports, technical operating manuals, procedures, guidelines and non-routine correspondence.
- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
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- Ability to establish and maintain effective working relationships and to communicate orally and in writing with attorneys, assessors, abstractors, realtors, utility company representatives, municipal officers and the general public.

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- Ability to organize and analyze complex geographic data and data attributes from a "spatial" perspective.
- Multidisciplinary awareness of the theory and methodology as it relates to manipulations of geospatial data and data attributes.
- Ability to perform spatial statistical analysis including generating statistics based on defined and/or undefined geographic regions that support the decision making process.
- Advanced knowledge of Windows operating platform for workstations and servers, and County's standardized application software.
- Working knowledge of ESRI GIS software including ARC IMS.

Education and Experience

- Bachelor's Degree in Geography, Cartography or related field.
- Four years of progressive experience using ARC/INFO, ARCGIS or ArcView software.
- Four years experience using Windows NT/2000/2003/XP, Microsoft Office, and SQL.
- Four years experience supervising technical staff.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors and shapes associated with job-related objects, materials and tasks.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training such as drawing.
- Ability to operate equipment and machinery such as computers, map plotters, printers, calculators, photocopiers, and engineering copiers.