

# DEPUTY OF GIS LAND RECORDS

Job Code	Pay Grade
21172	150

## Nature of Work

This is highly responsible technical, administrative and managerial work providing oversight, planning and direction of the Property Appraiser's GIS Land Records Department. An incumbent in this class is responsible for directing and coordinating the activities of the Director of Land records, a team of GIS Cadastralists, GIS Analysts, Abstractors, and Deeds Processors and/or others. The incumbent has managerial responsibility to provide training and technical support for end-users; creation, acquisition, operation, modification, and coordination of the development of GIS applications for use by office and department staff and the general public; and research and introduction of new technologies for GIS Land Records. The incumbent is responsible for coordination between GIS Land Records and organizational units within the office and other county or municipal entities. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser or designee.

## Minimum Qualification Requirements

- Bachelor's degree from an accredited college/university in public or business administration, information technology, GIS or related field and 5 years of experience in GIS/ArcGIS that includes at least 3 years of management and supervisory experience; or
- An equivalent combination of training, education, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive)

- Directs and plans staffing and training of personnel within the department.
- Administers policies, regulations, methods and procedures applicable to the production of GIS Land Records products and services.
- Assigns, coordinates, supervises and evaluates the work of the Director of Land Records, designated team leads, and department members.
- Directs the production and maintenance of the GIS parcel (base) layer for use by internal and external customers and agencies.
- Directs and implements the research and integration of desktop, mobile, and browser based CAMA and non-CAMA systems with GIS Land Records systems and software.
- Directs and implements the research and integration of desktop, mobile, and browser based GIS Land Records system with CAMA and non-CAMA systems.
- Consults with local government officials, attorneys, private property owners and others concerning department functions.
- Represents the Property Appraiser, as assigned, at meetings with governmental agencies and the private sector regarding GIS Land Records functions.
- Reviews and assists the Property Appraiser with interpretation of and suggesting changes to Florida Statutes, Department of Revenue (DOR) regulations or requirements, department rules and regulations, and other guidelines related to GIS Land Records.
- Negotiates and coordinates with vendors, consultants and other departments and/or agencies for joint GIS Land Records programs or projects compatible with the goals of the Appraiser's office.
- Serves as integral participant in Property Appraiser's Office damage assessment activities.
- Monitors and plans for appropriate training for GIS Land Records personnel.

## DEPUTY OF GIS LAND RECORDS (continued)

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### Illustrative Tasks (continued)

- Prepares and provides input on the annual budget for the GIS Land Records department.
- Responds to technical questions from GIS and Cadastre users needing assistance and resolves problems.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of appraisal processes with a focus on spatial integration/interaction between appraisal data and GIS data.
- Knowledge of laws, rules, policies and guidelines related to GIS, Deed Processing, Title Abstraction, and Cadastre products and submissions.
- Knowledge of management concepts and processes such as planning, organizing, staffing, training, scheduling, policies, procedures, conducting of meetings, coordination, and reporting.
- Knowledge of budget, accounting, and personnel system requirements of Pinellas County, Florida Department of Revenue, and Property Appraiser's Office.
- Knowledge of program and project management principals and techniques.
- Skill in verbal and written communication.
- Skill in public speaking.
- Ability to provide GIS technical support to internal and external County clients.
- Ability to use the ArcGIS suite of products for specific project delivery.
- Ability to evaluate, implement, and integrate software and tools that will facilitate efficient and productive workflows relating to GIS, Deed Processing, Title Abstraction, Cadastre and other supporting functions.
- Ability to analyze and solve management problems.
- Ability to initiate and implement decisions.
- Ability to establish and maintain effective working relationships with the public and other employees.

For official use only

Revised	EEOC Code	Overtime Code
5/17	Officials & Managers	Exempt