



Deputy of GIS Land Records

Category: Exempt
Pay Grade: 150
Job Code: 21172

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college/university in public or business administration, information technology, GIS or related field and ten (10) years of experience in GIS/ArcGIS that includes at least (5) years of management and supervisory experience; or an equivalent combination of training, education, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.

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.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.;
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone;
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone;
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations;
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work

site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.