



Director of Land Records

Category: Exempt
Pay Grade: 150
Job Code: 21174

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 directing the Land Records Division of the GIS Land Records Department. An incumbent in this class plans, coordinates, assigns, and manages technical personnel engaged in the cartographic, cadastral, deeds, and abstracting functions. The incumbent reviews and coordinates assignments in operations amid modernization of systems as well as changing technological and government related trends. The incumbent exercises independent judgment and initiative under the general supervision of the Property Appraiser, Deputy for GIS Land Records or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, and manages the activities of personnel who process recorded instruments and plats, and whose work results in current, accurate and reproducible text and graphic databases;
- Plans, directs, and manages the activities of employees engaged in updating and maintaining the Real Property Assessment Roll and Cadastral Maps in accordance with the guidelines of the Department of Revenue and the Florida Statutes;
- Directs the production and maintenance of county automated maps which provides a base map for a variety of user applications;
- Reviews and monitors reports and schedules compiled by personnel in order to assure that production and special projects meet requirements;
- Plans, directs, and manages the activities of personnel engaged in the research and automatic processing of public deeds, legal information, official records and recorded instruments;
- Assists Deputy and Property Appraiser in interpretation of state laws and regulations for staff members and the general public in regard to title of property;
- Interfaces regularly with other management personnel to discuss, define, and prioritize office goals and objectives;
- Acts as liaison to municipal and county departments and determines and recommends appropriate courses of action in technical land matters; also coordinates work with other departments, county offices and agencies;
- Plans appropriate training for personnel in the Land Records Division;
- Recommends organizational structure, including staffing requirements and preparation of job descriptions, for Land Records Division;
- Prepares and provides input on budgets for the Land Records Division;
- Prepares reports relative to the development of land records and speaks at workshops and conferences;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in business administration, computer sciences, engineering, geography or related field and ten (10) years of experience in Land Records that includes lead worker or supervisory experience; or Bachelor's degree and eight (8) years' experience as described above; or an equivalent combination of education, training, 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 laws, regulations, rules and procedures as they relate to transfer of property, property ownership and production of annual ad valorem assessment roll, and ability to apply this knowledge to complex problems and situations;
- Knowledge of compiling, digitizing, editing and plotting of cadastral maps used in the appraisal of property and knowledge of abstraction of titles;
- Knowledge of cartographic and topographic materials and preparation of digitally generated cadastral maps;
- Knowledge of computer terminology and applications, especially as that knowledge relates to computer assisted mapping and land records systems;
- Knowledge of research techniques, methods, and procedures;
- Knowledge of pertinent federal and state laws and county ordinances, policies and procedures;
- Knowledge of both program and projects management principles and techniques;
- 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;
- Ability to apply computer applications and software;
- Ability to train and manage professional, technical, and clerical personnel;
- Ability to direct technical personnel in planning, scheduling, developing, testing, implementing and monitoring complex technical Land Records projects;
- Ability to present oral and written comments and recommendations, clearly and concisely;
- Ability to maintain good public relations with subordinates, superiors, and the public, and ability to exercise sound judgment;
- Ability to interact in a productive, creative manner with personnel of other departments and agencies.

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.