



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **SENIOR GIS ANALYST MAPPING SUPERVISOR**

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<b>DEPARTMENT:</b>	<b>ASSESSORS</b>
<b>PRIMARY LOCATION:</b>	<b>ESPANOLA</b>
<b>SALARY:</b>	<b>C-17 PER-SCHEDULE / \$ 22.56 TO \$27.56</b>
<b>POSITION STATUS:</b>	<b>FULL TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>NON EXEMPT</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	<b>14 APRIL 2023</b>

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This position described below, is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under general supervision of the County Assessor or designee, GIS Mapping Supervisor II will support, design and maintain the digitized maps through Geographic Information System (GIS) network system for Rio Arriba County using ESRI, ArcGIS, and AutoCAD to assure systems, information and associated applications function and evolve as needs change.

#### **Essential Duties and Responsibilities:**

- Has Geographic Information System (GIS) knowledge
- Creates and manages GIS data to include the design/maintenance of the GIS parcels and other necessary GIS data. Develops, revises and updates GIS mapping
- Assists the general public, government agencies and other County Departments in resolving complex mapping questions/projects, including but not limited to acreage and property boundary questions
- Supervise and trains Assessor's Office staff as needed
- Ability to update property code systems and completes required forms for all maps and code changes
- Interprets a variety of real-estate documents, such as surveys, deeds and real-estate contracts required to perform assigned duties
- Convey technical information and interpretations of related information on the appropriate use of the GIS data to co-workers or the general public
- Familiar with county wide property location/property ownerships, terrain and topography
- Assists other departments and outside entities with specialized projects as requested and approved by the Supervisor
- Has GPS knowledge
- Ability to operate, updated and maintain AutoCAD



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- Performs and presents studies and informational presentations. May present to the County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned by Directors/Supervisor/Designee
- Maintains EagleView, ArcGIS online, EagleWeb GIS, Tyler Assessor GIS, ArcPad-GIS and Rio Arriba County Website for the Assessor's Office

#### **Minimum Qualifications:**

- High School Diploma or GED equivalency diploma

#### **Preferred Qualifications:**

- Completed courses at an accredited College or University
- Certificates from New Mexico Certified IAAO
- Any combination of education from an accredited college or university in a related field and/or direct work experience in this occupation totaling **three (3) years** may substitute for the required educational experience].
- Five (5) years' experience in GIS/MAPPING to include experience with Drafting or GIS
- Two (2) years' supervisory experience.
- Any combination of education or experience equivalent a Drafting Certificate associate degree plus two (2) years of detailed drafting experience including illustrating, mechanical or engineering

#### **Knowledge. Skills. and Abilities:**

- Comprehension of the New Mexico State Statutes referenced by New Mexico Property Tax Code
- Must be experienced in Outlook; Microsoft Word/Excel; Internet
- Must be experience in Tyler Technologies Software data (Eagle Assessor/Recorder/Treasurer) and In-Code
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction
- Capability to operate Arc-GIS; AutoCad and EagleView
- Knowledge and ability to provide courtesy and professional customer service
- Knowledge and fundamentals of supervision
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing



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#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 40 pounds. If an item is above 40 pounds lifting shall be done by two or more County staff members.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Travel and attendance at meetings outside of normal business hours may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

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*Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy posts. Employment requirements will accommodate individuals with disabilities.*

#### **Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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