



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY ASSESSOR'S OFFICE

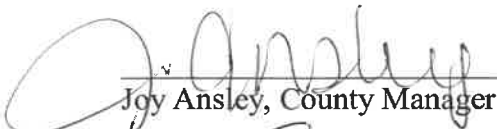
### GIS SYSTEM OPERATOR/ CHIEF MAPPER

#### IN-HOUSE ADVERTISEMENT

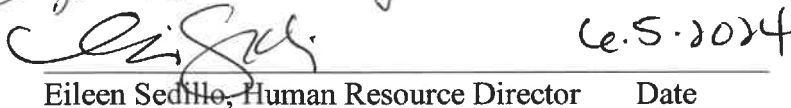
The **GIS System Operator/ Chief Mapper** position with the San Miguel County Assessor's Office is responsible for performing a variety of tasks involving digital mapping and geographic information system (GIS) data entry, plus develop, administer, analyze and implement the Geographic Information Parcel Mapping System for the County Assessor. Knowledge of principles and land surveying as it applies to parcel-level mapping; knowledge in computer science as it applies to GIS, GIS software, and modules TIN, GRIN, INFOR, Image Integrator and Data Conversion is required.

**SALARY RANGE 25:** \$31,978.00 - \$39,973.00

If you are interested you must submit a letter of interest attached with your resume to the Human Resource Office no later than **June 14, 2024**.

  
Joy Ansley, County Manager

6.5.24  
Date

  
Eileen Sedillo, Human Resource Director

6.5.2024  
Date

# SAN MIGUEL COUNTY

## JOB DESCRIPTION SUMMARY

**POSITION TITLE:** GIS System Operator/Chief Mapper  
**DIVISION:** Property Assessment-Administrative  
**DEPARTMENT:** Property Assessment  
**POSITION STATUS:** Permanent

### POSITION SUMMARY:

Under the general direction of the County Assessor, the GIS Parcel Mapper will be responsible for performing a variety of tasks involving digital mapping and geographic information system (GIS) data entry, plus develop, administer, analyze and implement the Geographic Information Parcel Mapping System for the County Assessor.

### MINIMUM QUALIFICATION REQUIREMENT:

High school diploma or G.E.D.; two years related experience in computer mapping (college courses/degree could be substituted for two years experience); Knowledge of principles of land surveying as it applies to parcel-level mapping; Knowledge in computer science as it applies to GIS, GIS software, and modules TIN, GRIN, INFOR, Image Integrator and Data Conversion. Must possess a valid NM driver's license and be insurable under San Miguel County insurance.

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Coordinates and manages GIS activities among all County Divisions.

Provides GIS technical assistance to all divisions.

Establishes and manages GIS database development, definitions, maintenance, and implementation.

Directs integration of GIS databases, tables, maps, and overlays.

Designs, directs and manages County departmental GIS training & procedures.

Coordinates and prepares general plans for the GIS System.  
Provides technical assistance in database planning, and in creating and improving digital GIS data, drawings, and graphic illustrations.

Installs and maintains GIS related software, to include ArcGIS, ArcView, and other ESRI products as well as Autodesk CAD software products.

Designs, coordinates, and maintains databases related to GIS data and functions. Must be able to write database queries for specific reporting needs.

Keeps records of and writes reports on GIS status and progress.

Travel between offices required.

Operates motor vehicle to travel to various county departments.

Research title chain (research recorded instrument at Clerk's office and/or the local title companies to determine legal standing of property), confirm accuracy of legal description.

Contact necessary persons to assemble information or have correction made on recorded instruments. (Contract made by telephone, letter, or in person)

Change maps with new information as soon as possible. Proof changes on maps.

Assist general public with problems and information.

Perform other duties as assigned by either the Assessor or one of the deputies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

**SUPERVISORY RESPONSIBILITIES:**

Supervises employees in the performance of related duties within the mapping department.

**OTHER ESSENTIAL REQUIREMENTS:**

Must be subject to the County of San Miguel's Drug and Alcohol Free Workplace policy.

Must have the knowledge of the laws and understand legal guidelines for ownership, (such as joint ownership, estate, life estate, trusts, etc.)

Must be knowledgeable with printers, digitizer, plotter, scanner, computer and other equipment used to produce maps.

**PHYSICAL REQUIREMENTS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear, use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk. The employee must occasionally lift and/or move up to 30 pounds.

**WORK REQUIREMENTS:**

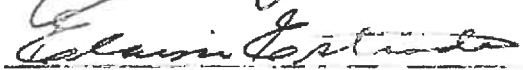
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting.

Approved by San Miguel County Commission.

  
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Les Montoya, San Miguel County Manager

1/14/07  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Elaine Estrada San Miguel County Assessor

1-12-07  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date