

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
 Mailing Address:
 P. O. Box 666
 Opelika, AL 36803-0666
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Members
 Doug Cannon, District 1
 Ross Morris, District 2
 Gary D. Long, District 3
 Robert Ham, District 4
 Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Mapping Supervisor/Reappraisal GIS Coordinator	Hours of Availability: Monday-Friday 7:30 am-4:30 pm
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Closing Date: June 29, 2022	Position Announcement: REAPP15-22-06
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Work Location: Lee County, AL

Division/Department: Mapping/Reappraisal

Reports to: Chief Appraiser

<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$65,979.76 - \$99,629.43
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JOB SUMMARY: This position supervises and maintains the mapping division and the Geographic Information System (GIS) of the Mapping and Appraisal Department for ad valorem tax purposes.

- ESSENTIAL JOB FUNCTIONS:**
- Oversees the mapping division operations and Reappraisal GIS (Geographic Information System) functions.
 - Responsible for administrative and supervisory work of employees in the mapping department and setting up and maintaining the Revenue Commissioner’s Geographic Information System.
 - Develops and maintains Reappraisal GIS databases, designs, and implements (edits, creates, and configures) new database structures.
 - Executes change management plans against datasets. Moves existing GIS data to new dataset scheme designs. Performs quality control of database designs and monitors the Reappraisal quality control program for Reappraisal GIS data.
 - Creates Reappraisal GIS data and custom map documents for use in County projects and on the Revenue Commissioner’s website. Performs analysis and manipulation of existing Reappraisal GIS data for use in studies, proposals, presentations, projections, and inventories. Converts Reappraisal GIS data to requested formats for use in grants, studies, and projects.
 - Ensures that property discovery, inventory, map compilation, processes and procedures are in compliance with the guidelines established by the Alabama Department of Revenue.
 - Serves as project manager over all aspects of assigned Reappraisal GIS or other complex system development and software implementation projects. Evaluates and assesses user needs and sets task priorities.
 - Plans and coordinates the implementation of new Reappraisal GIS systems. Conducts needs assessments for Reappraisal GIS information technology hardware and software. Runs routine computer backups of the Reappraisal GIS/Mapping system.
 - Performs other related duties as assigned.

- QUALIFICATIONS:**
- Bachelor’s degree in related field and five (5) years of related experience, or equivalent. In lieu of degree, an Alabama Certified Mapper designation with five (5) years of related experience.
 - Knowledge of Geographic Information Systems as applied within a county environment.
 - Knowledge of legal property descriptions and records pertaining to the preparation and maintenance of assessment maps.
 - Knowledge of the use and application of subdivision plats and survey maps.
 - Skill in operating a computer to query, retrieves, maintain and distribute information from the Geographic Information System.
 - Ability to construct maps from legal descriptions taken from deeds and other documents using a GIS in order to locate corresponding parcel records, edit and maintain current property ownership data.
 - Ability to interpret aerial orthophotography.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *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 in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).**