



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Cadastral Mapping Supervisor

An Equal Opportunity Employer

SALARY

\$28.98 - \$35.23 Hourly \$2,326.34 - \$2,828.05 Biweekly \$5,040.39 - \$6,127.44
Monthly \$60,484.74 - \$73,529.24 Annually

OPENING DATE: 04/03/18

CLOSING DATE: 04/23/18

THE POSITION

The County of Sonoma's Clerk-Recorder-Assessor's Office seeks a seasoned Cadastral Mapping expert.

Starting salary negotiable up to \$35.23/hour* (\$73,529/year), plus a cash allowance of approximately \$600/month, and benefits.

The Cadastral Mapping Supervisor is responsible for supervising, training, and directing the work of the mapping unit of the Clerk-Recorder-Assessor's Office. The Cadastral Mapping Supervisor is instrumental in providing the residents of Sonoma County with accurate and timely property assessments by establishing mapping and production standards, and coordinating mapping schedules.

The ideal candidate will have:

- General knowledge of Geographic Information System practices
- Training in advanced AutoCAD cadastral mapping techniques
- Experience supervising, leading, and training staff

Choose Sonoma County

We offer expansive opportunities for growth and development, the ability to be part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to some excellent benefits*, including:

- An annual Staff Development/Wellness Benefit allowance up to \$650
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- A retirement plan fully integrated with Social Security

- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice.

This recruitment is being conducted to fill one full-time Cadastral Mapping Supervisor position in the Sonoma County Clerk-Recorder-Assessor Department. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Any combination of educational course work and training that demonstrates possession of the listed knowledge and abilities. Normally, academic courses or training in mechanical and computer drafting, engineering, surveying, trigonometry, geometry, and related fields would provide such an opportunity. Specific training in advanced AutoCAD cadastral mapping techniques and other software that can be integrated with AutoCad is highly desirable.

Experience: Any combination of training and work experience that demonstrates possession the listed knowledge and abilities. Normally, five years of work experience interpreting legal property descriptions and drawing accurate, scale maps using both mechanical drafting and CAD software including one year of experience functioning in a lead capacity would provide such an opportunity. Two years of experience as a Cadastral Mapping Technician II meets this requirement.

Note: Employees in the class of Cadastral Mapping Supervisor serve a 12-month probationary period.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: techniques, principles, practices, and equipment used in creating, maintaining and updating Assessor's maps and mapping records; cadastral mapping and production standards; legal property descriptions and records; real estate title policies and procedures; computer systems used by the department; computer aided drafting software such as AutoCAD; mechanical and CAD drafting techniques and principles.

Considerable knowledge of: Federal, state, and local laws and ordinances related to property mapping and map interpretations for tax and assessment purposes; surveying principles; appraisal terminology; geometry and trigonometry; advanced AutoCAD cadastral mapping techniques and other software that can be integrated with AutoCAD.

Working knowledge of: the principles and practices of employee supervision, training, and staff development; employee selection and evaluation.

Ability to: supervise, schedule, select, train, and evaluate technical and clerical staff engaged in cadastral mapping activities; establish and maintain mapping and production standards; provide technical assistance to staff, clients, and others using the Assessor's mapping system; coordinate the work of the unit with other units, departments, and agencies; represent the department at meetings and on committees; understand and use mechanical drafting and CAD software to accurately create, update and maintain Assessor's maps, descriptions, and records; interpret title and property laws and records; understand legal property descriptions, maps, drawings, and records; perform arithmetic, geometric, and trigonometric calculations; identify and resolve irregularities, ambiguities, and problems encountered while producing accurate maps and records; communicate effectively both orally and in writing with surveyors, engineers, representatives of other agencies, and the public; establish and maintain effective relationships with co-workers and others.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be

evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HR Analyst: ST
HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/04-1533-O
CADASTRAL MAPPING SUPERVISOR
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Cadastral Mapping Supervisor Supplemental Questionnaire

- * 1. Please list your academic coursework and/or training as it relates to the minimum qualifications of this position.
- * 2. Please describe your experience working with AutoCAD and computer drafting programs. Specify how you utilized each program and the types of projects you completed.
- * 3. Please describe your assessment experience and your experience researching, mapping, and interpreting legal descriptions, titles, and property laws. Include job title(s), employer(s) name(s), and dates of employment (mm/yy to mm/yy).
- * 4. Please describe your experience providing training to staff. Include the type of training provided and the level of employee(s) you trained or led.

* 5. Please describe your experience leading and/or supervising staff. Specify the number of staff, types of positions you led/supervised, and the scope of your responsibilities.

* 6. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ CareerBuilder
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

* Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.