

CARTOGRAPHIC SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is technical and supervisory work involved in the production, revision, interpretation and maintenance of cartographic products.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises cartographic programs, projects and activities for the production, revision, interpretation and maintenance of cartographic and graphic products.

Develops the design of cartographic projects from planning through construction; interprets maps and charts for personnel involved in mapping and charting activities.

Coordinates maintenance activities of the Uniform Mapping Section and functional support with other governmental agencies and the public on mapping needs.

Uses scientific instruments to measure and compute angles, elevations, areas and distances; plots positions delineating details; sketches contours.

Implements administrative policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of cartography.

Ability to supervise the work of others.

Ability to design and evaluate the construction of maps and charts.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret pertinent laws, regulations and other program guidelines.

Cartographic Supervisor

Page 2

Ability to evaluate operational effectiveness and recommend/ implement changes to improve program effectiveness.

Ability to compute problems requiring the application of basic algebra and trigonometry.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use of cartographic equipment and instruments.

MINIMUM EXPERIENCE AND TRAINING:

A) Three years of experience in cartographic work and graduation from a recognized college or university with an Associate's degree in cartography, drafting or related fields, or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 29



DAVID R. FLORES
Executive Director
Civil Service Commission