

LAKE COUNTY
POSITION DESCRIPTION

TITLE: Chief County Assessment Office – GIS and Analytics Coordinator

GENERAL DESCRIPTION

The general function of the position in the organization is to perform moderately complex work managing the GIS and Analytics program for the Chief County Assessment Office (CCAO) and managing the cadastral mapping process through providing leadership and technical support to the CCAO's four cadastral mapping staff and the GIS Analyst in their work with the Esri Parcel Fabric software, ArcGIS on-line and Esri's Data Reviewer software. This position supervises staff and is under general direction.

PRIMARY DUTIES

Responsible for implementing customer solutions using ArcGIS on-line tools providing on-line services for the office.

Interface with central IT GIS on policy and software implementation activities. The GIS and Analytics Coordinator manages the Sidwell Farms valuation software, the annual updates to the valuation tables of the system and supports the appraisal staff involved with this effort along with the production of required map products.

Development of CCAO performance measurement tools, developing ad hoc SQL queries, as well as the development of specialized applications required by the CCAO and Board of Review. The GIS and Analytics Coordinator also performs CAMA modeling, as well as utilizing IBM's SPSS statistical software to perform sales ratio analysis on all of the assessments of the Lake County townships.

Responsible for conducting surveys of participants in the Board of Review's appeal process and providing reports of the feedback to the Board of Review members and CCAO leadership; Perform topology checks on the mapping work produced by the cadastral staff in the Parcel Fabric.

Responsible for the coordination of the use of the county Assessor's Office information technology systems, ensuring that the systems are operating properly and utilized in compliance with departmental and county guidelines.

Serve as the main point of contact for any computer related needs of the office, including hardware and software. This individual oversees the migration of the Microsoft Office applications, ensuring the compatibility of the new versions with our ad hoc systems and queries, along with preparing users for these transitions. Provide IT with assistance with the ongoing significant data conversion efforts from the current legacy tax system to the iasWorld property tax administration system.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has responsibility and opportunity for achieving moderate economies and/or preventing losses through the management of a large division or minor department; and/or handling of very large amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals, manuals, and charts to solve practical problems such as assembly instructions for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids (i.e., general office equipment, etc.) involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Bachelor’s Degree or Master’s Degree in a relevant field such as GIS, Information Technology, Computer Science or MIS along with considerable knowledge of mathematics and statistical analysis. Five years or more of property tax related experience is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Five years or more of property tax related experience is preferred. Considerable knowledge of geographic information systems (GIS), statistics, the property assessment process and property appraisal data. This individual must also have an ability to utilize software and business applications including, but not limited to, Microsoft Office Suite programs, Crystal Reports, Win SQL, Python, statistical software (SPSS) and CAMA software.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

None.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Lake County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.