



## Washington County, Oregon GIS/Cartography Supervisor

<b>SALARY</b>	\$6,724.57 - \$8,170.12 Monthly	<b>LOCATION</b>	Hillsboro, OR
<b>JOB TYPE</b>	Full Time Regular	<b>JOB NUMBER</b>	23/24-166-A&T-1
<b>DEPARTMENT</b>	Assessment and Taxation	<b>DIVISION</b>	Assessment and Taxation
<b>OPENING DATE</b>	10/28/2023	<b>CLOSING DATE</b>	11/12/2023 11:59 PM Pacific
<b>FLSA</b>	Exempt		

### THE POSITION



Washington County's **Department of Assessment and Taxation (A&T)** is currently seeking a **GIS/Cartography Supervisor** to join our team!

#### The Department

The Department of Assessment & Taxation (A&T) is eager and committed to hiring individuals with a variety of language abilities and multicultural experiences that reflect the **many and diverse communities** of Washington County, which will strengthen and bring improvements to the work of the department. The differences that unite us reflect the community we serve. If this sounds like an organization that models the values you uphold, we invite you to join our team at Washington County.

#### The Opportunity

The GIS/Cartography Supervisor is primarily responsible for supervising and overseeing Geographic Information Systems (GIS) cadastral mapping activities related to property assessment and tax administration. In addition to creating tax assessor maps, the Cartography Section of A&T is also responsible for processing property ownership changes based on recorded deeds and other documents, updating taxing district boundaries for taxation purposes, maintaining the main situs address repository for the county, and helping the public with mapping and ownership questions.

The team reporting to the GIS/Cartography Supervisor consists of seven (7) staff:

- One (1) Senior GIS Technician
- Four (4) GIS Technician II's

- Two (2) Administrative Specialist II's

A GIS Analyst provides technical support for the team but reports to the Division Manager.

*This is currently an in-person opportunity, with the possibility of some hybrid work in the future.*

For more information about the Department of Assessment & Taxation, please visit [www.washingtoncountyor.gov/at](http://www.washingtoncountyor.gov/at).

### The Ideal Candidate

- **Strong leadership skills:** We're looking for an experienced leader who knows how to build a cohesive, collaborative team.-They can create, communicate, and implement a clear vision for the group and follow through to make that vision a reality.-They know how to delegate responsibility within the workgroup and coach employees effectively, getting to know them as individuals and viewing the team through an equity lens. We're looking for an emotionally intelligent leader who can model a balance of getting the work done but having fun while doing it.
- **Strong communication skills:** We're looking for a leader who can build relationships across the organization and beyond through their exceptional verbal and written communication skills. They have honed their active listening skills, helping employees feel included and truly heard.
- **Strong supervisory skills:** We're looking for a supervisor who can plan, prioritize, direct, and evaluate the day-to-day operations of the team. They can create process documentation, train staff effectively, then hold them to performance standards, offering encouragement, support, and course correction as necessary.
- **GIS/cadastral mapping experience:** We're ideally looking for a GIS professional or someone who has experience creating tax assessor maps. However, the GIS experience does not have to be in an assessor's office, and beyond GIS there's a range of experience that could apply to this position, including land surveying, deed preparation or title company work, or many other fields. A willingness to dive in and learn what we do is key.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job and that candidate may come from a variety of backgrounds and lived experiences. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role, even if you believe you do not meet all the hiring criteria described above.*



## LEARN MORE ABOUT THIS EXCITING OPPORTUNITY!

**WHEN: WEDNESDAY 11/8 @ 4:00 PM**

Join us for a virtual info session to learn about the GIS/Cartography Supervisor position.

To join the informational meeting contact Veronica Garcia at [veronica\\_garcia@washingtoncountyor.gov](mailto:veronica_garcia@washingtoncountyor.gov).

### Why Washington County?

Washington County is dedicated to the recruitment and recognition of a talented and diverse workforce that is committed to public service. Our shared values of professionalism, innovation, equity, integrity, stewardship, and accountability guide the way we conduct ourselves and deliver services to our customers. Supported by the work of our Office of Diversity, Equity and Inclusion, Washington County celebrates diversity in our employees' backgrounds, beliefs, identities, and abilities, while supporting growth opportunities for all.

### ESSENTIAL JOB DUTIES

Classification descriptions are typically written broadly. To review the required knowledge, skills and abilities for this classification (position), please use this link: [Assessment and Taxation Program Supervisor](#).

## MINIMUM QUALIFICATIONS

### Education and Experience:

- Bachelor's degree **AND** three (3) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity **OR**
- Associate degree **AND** five (5) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity **OR**
- Seven (7) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity.

### Additional Licenses, Certificates, Physical Abilities and Specialty Requirements

- Must successfully pass a comprehensive background check post offer.

*Please be clear and specific in the applicable sections of the employment application about how your background is relevant. This information must also be consistent with your supplemental question responses. **Please note: Answers to the supplemental questions are typically evaluated separately from your application.***

## SUPPLEMENTAL INFORMATION

1. **Apply today!** In lieu of a resume, you are required to complete and submit an online application, which will be used to screen for minimum qualifications (MQs) and to determine starting pay in accordance with the provision of the Oregon Equal Pay Act.
2. **Minimum Qualification Review:** HR will screen applications for MQs after the posting closes - after November 12th, 2023.
3. **Preferred Qualifications Screening:** Depending on the number of applicants that meet MQs, a preferred qualification screening will be performed of which is an in-depth evaluation of your application materials, including your responses to the supplemental questions. This process will begin after November 19th, 2023.
4. **Panel Interview(s):** Panel interviews will be scheduled for the top candidates who successfully pass the SME Review as soon as possible.
5. **Conditional Offer of Appointment:** Human Resources will conduct a salary analysis for the successful candidate(s) and extend an offer of appointment.
6. **Post-Offer Check:** The successful candidate will undergo a background check.
7. **Start Date:** A start date will be determined after all conditions of employment have been met.

**Please note: Candidates that are successful in the evaluation process may have their applications referred for additional vacancies in the same classification, or job family.**

### VIRTUAL INFORMATIONAL Q & A SESSION:

**When:** Wednesday November 8th from 4 pm - 5 pm.

### Our Commitment to You

We are committed to using a merit-based system in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities. Washington County values a culture of equity, diverse perspectives, and life experiences. Our organization embraces innovation, collaboration, and work-life harmony. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our diverse community. We are an equal-

opportunity employer with a commitment to diversity and an inclusive workforce. Women, minorities, veterans, and people with disabilities are encouraged to apply.

- **Status of Your Application:**

You will be advised by e-mail of your status at each step in the application process, from initial application to final employment disposition. Please note that Washington County communicates with all candidates via email. If you "opt out" or "unsubscribe" from email notifications from NEOGOV it will impact our ability to communicate with you about job postings.

- **Veterans' Preference:** If you are a veteran and would like to request veterans' preference points for this recruitment, please review instructions using this link: [Veterans' Preference Points](#).
- **Accommodation under the Americans with Disabilities Act:** A reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in the selection process for this recruitment. To obtain confidential assistance, please contact Human Resources at 503-846-8606 or [careers@washingtoncountyor.gov](mailto:careers@washingtoncountyor.gov) at least 48 hours before the step(s) of the selection process for which you feel you need an accommodation.

**Questions (?) Regarding This Recruitment**

Yvonne Villa, Talent Acquisition Business Partner  
[Yvonne\\_Villa@washingtoncountyor.gov](mailto:Yvonne_Villa@washingtoncountyor.gov)

**Additional Resources:**

**New to GovernmentJobs.com?**

- Visit <https://www.governmentjobs.com/home/applicationguide> for a comprehensive, step-by-step guide on the application process.
- For technical support, contact Government Jobs' Live Application Support at 855-524-5627.

**\* Washington County is a drug-free workplace \***

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**Agency**

Washington County, Oregon

**Address**

Washington County Public Services Building  
155 N First Avenue Ste. 270  
Hillsboro, Oregon, 97124

**Phone**

503-846-8606

**Website**

<https://www.governmentjobs.com/careers/cowashingtonor>

## GIS/Cartography Supervisor Supplemental Questionnaire

**\*QUESTION 1**

The minimum requirements for the **GIS/Cartography Supervisor** are:

**Bachelor's degree AND three (3) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity OR Associate degree AND five (5) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity OR Seven (7) years of progressively responsible work experience in executing programs or services while providing technical expertise and guidance to others with substantial face-to-face engagement with both employees and customers, of which one (1) year of work experience must have been in a lead or supervisor capacity.**

Do you meet the minimum requirements for this position?

**Note: One (1) year of work experience is the equivalent to 2080 hours (Ex: 40 hours/week x 52 weeks = 2080 hours).**

- Yes
- No

**\*QUESTION 2**

Which of the following best describes your highest related level of education?

- Master's degree or higher
- Bachelor's degree
- Associate degree
- Some college-level classes
- High school diploma or GED
- None of the above

**\*QUESTION 3**

In the space provided below, describe the focus of your college education and/or degree(s). If you do not have a college education and/or degree, enter N/A.

**\*QUESTION 4**

Select your years of supervisory or lead experience.

- More than ten (10) years
- Five (5) to ten (10) years
- Three (3) to five (5) years
- One (1) to three (3) years
- Less than one (1) year
- No experience

**QUESTION 5**

What is the largest number of staff you supervised at a time?

- More than ten (10) people
- Seven (7) to ten (10) people
- Four (4) to six (6) people
- One (1) to three (3) people
- None

**\*QUESTION 6**

Which tasks do you have experience performing with employees you have supervised? (check all that apply)

- Hiring
- Onboarding and orientation
- Training
- Assigning work
- Managing work hours/schedules

- Setting performance expectations
- Coaching/mentoring
- Providing constructive criticism/course correction
- Performance evaluations
- Progressive discipline
- Resolving conflicts/issues

**\*QUESTION 7**

**In regard to training others, how would you describe your experience?**

- Primary trainer for eight (8) or more people
- Primary trainer for between four (4) and seven (7) people
- Primary trainer for less than three (3) people
- Some experience but was not the primary trainer.
- No experience

**\*QUESTION 8**

**Select your years of Geographic Information Systems (GIS) experience.**

- More than seven (7) years
- Five (5) to seven (7) years
- Three (3) to five (5) years
- Less than three (3) years
- No experience

**\*QUESTION 9**

**Select your level of expertise with ESRI ArcGIS Pro software.**

- Expert
- Intermediate
- Beginner
- None

**\*QUESTION 10**

**Which of the following have you had experience within prior roles? (check all that apply)**

- Creating or using assessor maps
- Writing or interpreting deeds
- Writing or interpreting legal descriptions
- Creating or interpreting plats (partition, subdivision, condominium)
- Creating or interpreting land surveys
- Using the Public Land Survey System (PLSS)

**\*QUESTION 11**

**Select your years of experience working with assessor maps, deeds, legal descriptions, plats, and/or surveys.**

- More than seven (7) years

- Five (5) to seven (7) years
- Three (3) to five (5) years
- Less than three (3) years
- No Experience

\* Required Question