

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: CARTOGRAPHER/PLANNER**  
**DEPARTMENT: PLANNING AND BUILDING SERVICES**  
**REPORTS TO: PLANNING AND BUILDING SERVICES DIRECTOR**

**CLASS CODE: 2012**  
**FLSA STATUS: N**  
**DATE: 11/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Incumbents in this classification receive limited supervision within a broad framework of policies and procedures; the work consists of complex technical and professional duties at the journeyman level.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Designs, prepares and prints maps/mapping systems for use in analysis and to aid in making presentations using either ink on mylar drafting, scribing on negatives, or digital mapping.

Designs/conducts geographic, demographic and/or spatial analysis for planning projects and studies.

Researches and provides demographic data and census geography, serving as State Data Center Affiliate Office staff, to the County, State, federal agencies and the general public.

Reviews work of consultants for accuracy.

Prepares and makes recommendations relative to alternative techniques for approaching planning activities and problems.

Reviews and conducts special studies related to projects, programs and departmental operations.

Gathers, compiles, and evaluates statistical data related to the County=s existing population, housing needs, income level, etc. for use in projecting futures planning needs of the County.

Prepares checklists and surveys to gather information relevant to development of the County=s General Plan and evaluates information obtained through such survey instruments.

Speaks and/or makes presentations on demographic data research to local organizations and professional associations.

Procures materials, equipment and reprographic services required for the cartographic function within the County.

Researches and writes grant proposals, tracks the progress of the grant project and prepares reports for the funding agency.

Prepares budgetary information for inclusion in the departmental budget.

Serves on various County Committees which require demographic/mapping expertise such as the County Geographic Information Systems (GIS) County Government, other agencies and the general public for demographic and geographic information.

May provide supervision, training and evaluation of subordinate employees.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer	General Office Equipment	Drafting Machine	Digitizer
Color Plotter	Vacuum Frame Plate Maker	Tape Recorder	Vehicle
Camera	Compensating Polar Planimeter	Diazo Machine	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Geography, Cartography, Planning, or a related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles, methods, and techniques related to land use planning.

Principles and practices of cartographic design and production.

All applicable state, federal and local ordinances, laws, rules and regulations.

Social, economic, and financial principles and practices associated with public planning projects.

Computer hardware and software, particularly GIS.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Aerial photo interpretation.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Using GIS and other software and hardware.

Designing and preparing maps and mapping systems.

**Mental and Physical Abilities:**

Ability to read, analyze and interpret maps, professional periodicals and journals, technical procedures and government regulations.

Ability to identify and analyze problem situations, establish priorities of action based on analysis, and take appropriate action to resolve problems.

Ability to prepare and present complex technical reports.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to establish and maintain effective working relationships with a variety of individuals.

While performing the essential functions of this job the employee is regularly required to sit, stand, use hands to finger, handle, or feel, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to walk, and lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a office environment with little exposure to outdoor temperatures or dirt and dust; however regular exposure to chemicals in the diazo printing process.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.