

## Kendall County Job Description

**TITLE:** GIS/Cadastral Technician  
**DEPARTMENT:** Information and Communication Technology (Geographic Information Systems (GIS) Division)  
**SUPERVISED BY:** Deputy Director of Information and Communication Technology  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Non-Exempt  
**APPROVED/REVISED:** October 17, 2023

### I. Position Summary:

Under the supervision of the Deputy Director of Information and Communication Technology, this position performs comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

### II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Scans, rectifies, and uses images to create maps for departmental and County use.
- B. Gathers and verifies field data for utilization in mapping applications.
- C. Maintains GIS Datasets as assigned.
- D. Maintains documentation of GIS Datasets and GIS Applications as assigned.
- E. Explains and interprets division activities and policies to the general public.
- F. Uses GIS workstation and technology to prepare new maps and revise existing maps to show accurate boundaries, configurations, and areas of parcels.
- G. Performs supervised cadastral duties, as assigned.
- H. Performs supervised GIS duties, as assigned.
- I. Handles confidential matters daily relating to all functions of the Information and Communication Technology Department and GIS Division and maintains confidentiality of such information.
- J. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, and the public.
- K. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- L. Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- M. Provides quality results and is customer focused.
- N. Maintains regular attendance and punctuality.
- O. Performs other duties and responsibilities as assigned.

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### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

#### A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents and correspondence.
3. Ability to present information and communicate effectively both orally and in writing with County staff, County officials, and the general public.
4. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages.
3. Ability to assist with preparation and analysis of statistical data/reports.

#### C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to understand and explain GIS procedures and policies.

#### D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

#### E. Other Skills, Knowledge, and Abilities:

1. Ability to become familiar with industry specific terminology and cartographic standards.
2. Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
3. Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
4. Has integrity and willingness to learn.
5. Proven time management skills and able to meet deadlines.
6. The ability to display a positive, cooperative, professional, confident, and team orientated attitude.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of computers and in Microsoft Office 365 suite (including, but not limited to Microsoft Outlook, Excel, Word, Teams, and PowerPoint).
9. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.

#### F. Education and Experience:

1. A minimum of an Associate's Degree or in progress Bachelor's Degree from an accredited college or university or equivalent professional work

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- experience in any government, land surveying, and/or public works career is required.
- 2. Prior academic and/or professional work experience related to ESRI ArcGIS and related tools is highly preferred.

### IV. Physical Demands:

While performing the duties of this position, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned responsibilities.

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The employee may be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public.
- D. The employee may be required to provide their own transportation to travel to and from the worksite location and other County properties.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee's Receipt of Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**