

## Job Opening for Menard County

**Position Title:** GIS and Zoning Administrator  
**Deadline to Apply:** January 15, 2021  
**Location:** Menard County Courthouse  
**Reports To:** Menard County Board of Commissioners, or their designee  
**Salary Range:** \$35,000 - \$45,000

**SUMMARY:** This position is primarily responsible for parcel data maintenance of the County's Geographic Information System (GIS), reviewing and researching property legal descriptions, and completing basic map requests from the public and County Departments. The employee will be charged with enforcement of the Menard County zoning, subdivision, and floodplain development ordinances. The employee will, in conjunction and cooperation with the Menard County Recorder's Office, enforce the Illinois Plat Act by review and determination of compliance. The Menard County ETSB utilizes the employee for technical assistance with 911 mapping programs. By agreement and memorandum of understanding, the employee will have other duties assigned by other County offices/departments, including the Supervisor of Assessments.

**APPOINTMENT AND SUPERVISION:** This position is at-will employment by the Menard County Board of Commissioners and works under their general supervision, or their designee, or by a memorandum of understanding with other departments, including the Supervisor of Assessments.

**DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

\*Maintaining GIS parcel data and assessment records through the process of (1) receiving new deeds, plats, and surveys from the County Recorder's Office, (2) comparing information on deeds to information on property record cards to validate accuracy, (3) making the necessary changes to property record cards and (4) entering changes into the ESRI GIS and Devnet property tax base.

\*Issuing new addresses and address corrections for ETSB and entering them into the GIS and Devnet property tax database.

\*Adjusting corporate boundary lines in the GIS after annexations occur and changing affected parcels' attributes in the Devnet property tax database.

\*Making any necessary changes to other GIS data features that may be affected by the entry of a new parcel in the GIS parcel data (examples; section lines, land use, road centerlines, etc.)

\*Working with individuals from the public and other County Department employees with questions about a legal description and performing research, as needed, for parcel information that does not appear to be correctly described on a recorded deed or survey.

\*Completing basic map requests from the public and other County Departments.

\*Ensure compliance with zoning, subdivision, and floodplain development ordinances, mainly by checking plats and deeds recorded with the County. Perform fieldwork, including zoning, subdivision, and floodplain

development ordinance enforcement. Will have responsibilities related to zoning, subdivision, and floodplain development file management.

\*Will act under the Supervisor of Assessments' supervision to act as Field Assessor as needed and directed by the Menard County Board of Commissioners or their designee.

\*May coordinate technical duties with the Menard County 911 Coordinator to maintain and enhance the Menard County 911 Mapping System, providing accurate 911 dispatching maps to authorized users and consulting with ETSB on mapping needs.

\*Other duties as may be assigned by the Menard County Board of Commissioners or their designee

**MINIMUM QUALIFICATIONS:** Successful performance in this position requires that an individual perform each of its duties and responsibilities satisfactorily with limited supervision and guidance. The qualifications listed below are representative of the knowledge, skill, and ability required.

**Experience –**

\*Researching, reading, and understanding legal descriptions found on deeds and surveys.

\*Training and experience working with geographic information systems or computer-aided dispatch programs, preferably ESRI ArcMap Products and related software bundles.

\*Computer skills including, but not limited to, ESRI ArcGIS software (e.g., ArcView and ArcReader, 911 CAD systems), Will be expected to learn Devnet property tax software.

\*Enforcing zoning, subdivision, and floodplain development regulations is desired

**Necessary Knowledge, Skills, and Abilities –**

\*An understanding of the Public Land Survey System (PLSS), Metes and Bounds, and Coordinate Geometry (COGO).

\*Ability to solve practical problems related to GIS/mapping and the office's operation; interpret and follow instructions presented in various forms.

\*Ability to effectively meet and handle the public with respect and consideration and tactfully handle stressful situations involving concerned taxpayers.

\*Ability to maintain confidentiality in all aspects of the position.

**Other requirements –**

\*A current, valid driver's license to operate a personal automobile in the State of Illinois according to requirements of Menard County

Please submit a detailed resume to:

Menard County Coordinator

102 S 7<sup>th</sup> St.

Petersburg, IL 62675

Email [dworthington@co.menard.il.us](mailto:dworthington@co.menard.il.us)