



OCTOBER 2025
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 1127

ASSISTANT COUNTY SURVEYOR

DEFINITION

Under administrative direction, assists the elected County Surveyor in planning, organizing, managing, and providing direction and oversight for all functions and activities of the County Surveyor's Office, including surveying, map review and checking, land records, addressing, and coordination with GIS; acts on behalf of the County Surveyor during absences; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the elected County Surveyor. Exercises general direction and supervision over professional and technical surveying staff and administrative support staff, directly and through subordinate supervisors.

CLASS CHARACTERISTICS

This is an assistant department director classification that manages and directs the day-to-day operations across all functional areas of the County Surveyor's Office. The incumbent serves as the principal professional land surveying resource for the department and provides the County Surveyor with objective, independent recommendations on policy, standards, technology, customer service, and other departmental issues. The incumbent also exercises delegated authority to act for the County Surveyor and assists in the development and administration of the office's budget and policies, requiring an extensive professional background to effectively coordinate the office's activities with other departments and agencies. This class is distinguished from the Deputy Surveyor by its broader scope of responsibility and delegated authority, and from the County Surveyor in that the latter is an elected department head with overall responsibility for policy development, program planning, fiscal management, and operation of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plan, organize, direct, and evaluate daily operations of the Surveyor's Office; establish operational goals and objectives; set priorities and allocate staff and resources to meet statutory deadlines and service standards.
- Serve as acting department head, representing the Surveyor's Office before the Board of Supervisors, commissions, other County departments, and outside agencies; exercise delegated signatory authority consistent with law and County policy.
- Oversee review and approval of maps, records of survey, legal descriptions, boundary determinations, certificates of compliance, lot line adjustments, and addressing.
- Ensure compliance with the Subdivision Map Act, Professional Land Surveyors Act, County ordinance, and related codes, standards, and case law.
- Lead development, implementation, and evaluation of office policies, procedures, technical standards, and quality assurance practices.
- Manage and develop staff, including selection, training, assignment, coaching, performance evaluation, and corrective action; foster a respectful, safety-conscious, and service-oriented culture.
- Coordinate closely with GIS leadership and technical staff on workflows, data standards, addressing, and land records to support Countywide systems and customer needs.

- Prepare and administer the budget; monitor revenues/expenditures; oversee purchasing, contract administration, and fee implementation; recommend cost recovery strategies and operational efficiencies.
- Analyze legislation, regulations, and industry standards; recommend operational and policy changes; develop and present reports to the County Surveyor, CAO, and Board of Supervisors as assigned.
- Plan and direct complex professional land surveying work; resolve escalated technical issues; provide expert testimony and defend County decisions.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative and management principles and practices, including goal setting, program development, implementation and evaluation, and supervision.
- Budget development, monitoring, and fiscal management; cost recovery principles and fee administration.
- Professional land surveying principles and practices, including boundary analysis; geodetic control; legal descriptions; parcel and subdivision map preparation and review; and use of modern instruments, software, and standards.
- Applicable laws, codes, and regulations, including the Professional Land Surveyors Act, Subdivision Map Act, Streets and Highways Code, and County ordinances and policies.
- Principles and practices of contract development, negotiation, and administration; public agency procurement.
- Effective communication, report writing, presentation, and stakeholder engagement techniques.

Ability to:

- Lead, organize, and evaluate a complex technical operation; plan and balance work across multiple functional areas; set and communicate priorities.
- Interpret and apply complex laws, regulations, and standards; make sound professional and administrative decisions; defend decisions orally and in writing.
- Develop, monitor, and manage budgets; analyze workload, staffing, and process data; implement improvements that sustain service levels and compliance.
- Select, train, motivate, and evaluate staff; build an inclusive, collaborative, and accountable culture.
- Represent the department effectively with the public, developers, surveyors, engineers, elected/appointed bodies, and regulatory agencies.
- Act for the County Surveyor in the elected official's absence.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying, however, education may not solely substitute for the required experience.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in surveying/geomatics, civil engineering, or a closely related field;

AND

Five (5) years of increasingly responsible professional land surveying experience, including at least two (2) years in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid certificate of registration as a Professional Land Surveyor issued by the State of California.
- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect county development sites, to operate a motor vehicle, and to visit various county and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.