



OCTOBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0124

DEPUTY SURVEYOR

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for surveying operations and staff; reviews and approves various maps, records of survey, legal descriptions, and other documentation; provides highly responsible and complex professional assistance to the County Surveyor in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Surveyor. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an assistant department director classification that manages the planning, organizing, reviewing, and evaluating day-to-day operations and activities of the Surveyor's Office. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee and implement projects and programs in a variety of areas. The incumbent assists in short- and long-term technology program planning, development and the administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, considerable independence initiative, discretion, as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include managing the department's administrative functions and assisting the County Surveyor in the achievement of departmental goals and objectives.

This class is distinguished from County Surveyor in that the latter is an elected department head, accountable for all County surveyor/geographical information systems functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the Surveyor's Office.
- Assists in managing and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required; addresses staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Recommends the development and implementation of goals, objectives, policies, and procedures for the office.
- Plans, organizes, conducts, supervises, and evaluates field and office surveying work related to the maintenance of accurate county parcel, subdivision, and general land maps.
- Directs the review of all surveys and maps prepared by private surveyors prior to recordation; reviews surveys for completeness and for conformance to the Subdivision Map Act and local ordinances and the

Land Surveyor's Act.

- Directs the review and approval of parcel and subdivision maps, ensures that all maps are in compliance with all state laws and County codes, and that the survey is technically correct.
- Directs the preparation of maps produced and related graphic material for the Board of Supervisors, various commissions, zoning, elections, and other purposes.
- Directs the maintenance of street addresses and road names throughout the county; provides address information to emergency service organizations.
- Directs field and office surveying work, and field surveys of county properties other than right-of-way.
- Directs the searching of maps, deeds, and other survey records to secure data; provides technical assistance to staff in complex survey or property transactions.
- Confers with other departments, property owners, private surveyors, and contractors to explain and coordinate projects; responds to inquiries and complaints.
- Directs the complex calculations pertaining to survey data.
- Monitors developments related to survey work, evaluates their impact, and recommends and implements policy and procedural improvements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Program management principles and methods including planning, development, implementation, and monitoring.
- Principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
- Principles and practices as related to land surveying and the review and preparation of parcel and subdivision maps, including geodetic and photogrammetric surveying.
- Methods and techniques of title searching to determine ownership.
- Legal descriptions of real property.
- Applicable federal, state, and local laws, codes, and regulations, including Professional Land Surveyors Act, Subdivision Map Act, Uniform Numbering System, Streets and Highways Code, as well as administrative and office policies and procedures.
- Instruments, tools, and equipment used in survey work.
- Safe work practices and safety regulations related to survey work.
- Principles and practices of public administration, finance, budgeting, and contract administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide management oversight of the day-to-day operations of the Surveyor's Office.
- Assist in the development and implementation of goals, objectives, policies, procedures, work standards, and internal controls for the Surveyor's Office.

- Provide administrative and professional leadership and direction for the department and the County.
- Plan, direct, and supervise office and field work of technical staff in the review and approval of parcel and subdivision maps, the preparation of maps, and the maintenance of address systems within the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Evaluate complex codes, regulations, and environmental problems, and develop effective courses of action.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Perform difficult land surveying work.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

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

AND

Four (4) years of post-licensed surveying experience, two (2) years of which must have been at a level equivalent to the County's class of Associate Surveyor, including at least two (2) years in a supervisory/management capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Must possess a valid California registration as a Land Surveyor or qualified Registered Civil Engineer.

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.