

# SNOHOMISH COUNTY JOB DESCRIPTION

## CARTOGRAPHER - PDS

Spec No. 3193

### BASIC FUNCTION

To perform cartographic support for PDS, involving moderate to complex GIS processing analysis functions and GIS application design development; map series/atlas updates and revision; produce graphic and technical land use planning products and services.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Conceptualize, initiate, plan and design GIS and other cartographic products for PDS.
2. Design and develop GIS and other cartographic procedures and programs as required to ensure that all applications achieve desired results; prepare written reports and documentation which describe project procedures, data requirements, software functions, and the work that will be performed or that has been completed.
3. Analyze GIS application needs using all available data sources; determine procedures required to fulfill application requirements; perform moderate to complex GIS analytical and geo processing functions; operate GIS computer equipment, output devices, and network system as required; manage GIS data and maintain data quality with control standards.
4. Evaluate and compile cartographic data; produce text documents with desk top publishing software; create graphic designs, illustrations, and layouts that achieve balance, legibility, clarity, and aesthetic effects; produce camera ready text and graphic originals for printing; coordinate the print reproduction process.
5. Updates, revises, and maintains base maps, comprehensive plan maps, zoning overlays and composites, thematic maps and aerial photography; research county records and collect data related to the maintenance of maps.
6. Provides photographic products, charts, graphs, and display materials for staff and public meeting display.
7. Provides PDS staff, county staff and the public with information and assistance on availability and uses of map resources.
8. Provides map and document reproduction for sales to the public and government agencies.

### STATEMENT OF OTHER JOB DUTIES

9. Attend professional seminars, training, and meetings as assigned.
10. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

A bachelor's degree in cartography, geography, GIS, visual communications or related field and two (2) years cartographic, graphic or GIS mapping experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- methods, techniques and theory of cartography, visual communications, GIS, graphic design/layout, desk top publishing, geography, reprographics, and cadastral drafting;
- basic computer skills;
- cartography methods and practices;
- fundamentals of land use;
- fundamentals of reprographics;
- cadastral drafting;
- drafting tools, principles and practices;
- legal descriptions;
- algebra, geometry and trigonometry.

Ability to:

- read, understand and interpret technical data;
- work independently with minimum supervision;
- meet deadlines and cope with interruptions;
- understand and execute oral and written instructions;
- establish and maintain effective working relationships with superiors, associates and the general public;
- deal tactfully and courteously with the public;
- testify at hearings on behalf of the county.

### SUPERVISION

The employee receives direction from an administrative superior as assigned.

### WORKING CONDITIONS

The work is performed in the usual office environment, with field trips throughout the county.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997  
EEO Category: 3 – Technicians  
Pay Grade: 237 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous