

SNOHOMISH COUNTY CLASS SPECIFICATION

CARTOGRAPHER II

Spec No. 3012

BASIC FUNCTION

To provide cartographic, graphic, cadastral mapping, audiovisual and technical land use planning products and services.

STATEMENT OF DUTIES

1. Conceptualizes, initiates, and provides a variety of mapping services and products; advises county employees on representation of map data; determines level of generalizations, coordinates grid system, symbolization, typography, and appropriate scales; compiles, designs and constructs final art using both automated and manual methods; initiates, monitors, and coordinates map products reproduction.
2. Evaluates and compiles data; designs and constructs graphic illustrations for such things as technical reports, displays, charts, graphs, signs, pamphlets, booklets, and overhead transparencies; designs and plans layouts to achieve balance, legibility, clarity and aesthetic effects; produces camera ready or copy ready originals.
3. Produces documents such as technical reports, pamphlets, and comprehensive plan documents utilizing desk top publishing software; evaluates and selects various styles, layouts, fonts, spacing and alignments.
4. Creates and coordinates audio visual presentations; assembles hardware, checks operation and sets up at hearings or public events; arranges for lease of equipment as necessary; plans, designs and creates required posters, flyers, charts and other supporting graphics; arranges for transportation of displays and coordinates such things as electrical hookups, lighting, sound systems and projection facilities.
5. Updates and maintains and interprets base maps and comprehensive plan maps aerial photography and thematic maps; researches, collects, analyzes, processes and updates information such as new roads, city boundaries, place names, comprehensive plan designations and taxing district boundaries.
6. Provides the public with information and assistance on the availability and uses of maps; determines needs, appropriate types and scale of maps; makes copies, fills out orders and provides interpretive assistance.
7. Provides assistance to Planning Department consultants; determines appropriate size, scale, area, resource data and type of base map required; produces and reworks maps as necessary.
8. Processes printing and publishing requests; writes specifications and prepares graphics as required; requests and reviews bids; receives and proofs completed work to ensure compliance with bid specifications.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Photographs display maps, landscape and environmental subjects for hearings and public meetings as necessary.
10. Maintains a variety of logs, files, records and maps.
11. Maintains records and prepares reports as required; recommends purchase of hardware and software as needed; provides project cost estimates; orders, receives and inventories supplies as needed.
12. May perform the duties of a Cartography Supervisor in his/her absence.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of vocational or college level courses in cartography, visual communications, drafting, mathematics and surveying; AND, two (2) years of related field or office experience; OR, any equivalent combination of education and/or experience which provides the required knowledge, skills and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- cartography methods and techniques;
- fundamentals of printing and reprographics;
- fundamentals of land use;
- cadastral drafting;
- drafting tools, principles and practices;
- legal descriptions;
- algebra, geometry and trigonometry;
- graphics and audio visual methods and techniques;
- desk top publishing methods and techniques.

Ability to:

- develop and prepare graphics and audio visual materials;
- read, understand and interpret technical data;
- use and maintain equipment and instruments employed in the area of assignment;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- prepare and organize records and reports;
- communicate effectively both orally and in writing;
- understand and execute oral and written instructions;
- establish and maintain effective working relationships with supervisors, peers, associates and the general public;
- work independently and under pressure, meet deadlines and cope with interruptions;
- research, interpret and apply data and documents governing mapping;
- write legal descriptions.

PHYSICAL

Must be able to lift up to fifty (50) pounds.

SUPERVISION

The employee receives direction from the Cartography Supervisor or an administrative superior as assigned. The work is performed with some independence and is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: August 1980

Revised: October 1990

EEO Category: 3 – Technicians

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous