



Code: 1606

Family: Planning and Urban Development

Service: Administrative Service

Group: Statistical, Technical and Analytical Group

Series: Real Estate and Legal Series

CLASS TITLE: MANAGER OF MAPS AND PLATS

CHARACTERISTICS OF THE CLASS

Under direction, manages the functions of the Maps and Plats Unit within the Department of Transportation, directing staff in the intake and review of applications for public right of way adjustments and the maintenance of the city's maps and plats. As a licensed land surveyor, prepares legal descriptions and applies survey technology in researching land records, and performs related duties as required

ESSENTIAL DUTIES

- Directs staff providing customer service to individuals applying for street and alley vacations (i.e. city confers ownership of the public right of way), dedications or subdivisions for commercial/residential, intergovernmental, industrial and not for project projects
- Provides and monitors staff providing assistance to applicants on the guidelines, requirements, application forms and support documents required for submission to City Council for hearing and review of public right of way adjustments and subdivision requests
- Provides direction and guidance to staff in the review of completed and submitted application forms and support documents to ensure established criteria and procedures are followed for the accurate and timely processing of applications
- Drafts ordinances for subdivisions of land parcels and right of way adjustments, reviewing applications and submitted legal documents including plat of survey, and researching the city's maps to ensure the accuracy of land boundaries
- Prepares legal descriptions for submission with ordinances to the City Council for consideration of requests for the transfer of public way areas or adjustments to the City's land fabric
- Provides expert advice and testimony in the interpretation of land surveys, legal boundaries and measurements of land parcels, assisting project managers and engineers in resolving issues and conflicts relating to transportation design and construction projects
- Conducts field surveys and performs survey computations to produce maps and plats and review and verify for accuracy existing plats of survey, boundary maps and related documents
- Oversees staff using GIS and CADD software for the conversion of manual/paper maps (i.e. 80-Acre sheets) to an electronic format, creating a geodatabase (i.e. digital files) for the ongoing maintenance of the city's maps and plats of survey
- Assigns and oversees staff assigning street addresses to existing and proposed buildings, reviewing plats of survey and ensuring the integrity of the city's address grid system

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- A combination of education, training and experience suitable to obtain a Professional Land Surveyor's license as issued by the State of Illinois, PLUS three years of work experience as a professional land surveyor

Licensure, Certification, or Other Qualifications

- At the time of application, must be licensed as a Professional Land Surveyor in the U.S.
- Must be licensed by the State of Illinois as a Professional Land Surveyor **at the time of hire**.

WORKING CONDITIONS

- General office environment
- Some exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Land surveying equipment and instruments

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *GIS (Geographic Information Systems) software packages such as ArcInfo and ArcView
- * CADD (Computer Aided Drafting and Design) software for the preparation of maps and topographic drawings
- *techniques and principles for conducting various types of land surveys including lot, boundary, topographic and subdivision surveys to determine lines of property
- *techniques for interpreting, preparing and creating legal descriptions
- *theoretical and practical aspects of land surveying and survey computations
- city's zoning ordinances, building codes and environmental regulations impacting on land parcels and property boundaries

Moderate knowledge of:

- *applicable mathematical, civil engineering and geography principles and methods relating to describing land characteristics and conducting land and aerial surveys
- supervisory methods and procedures
- administrative procedures for maintaining a large database of land records available to the public

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2011