

## LAND RECORDS MANAGER

This is managerial work in directing the Land Records Management Program in the Department of Environment, health and Natural Resources. The program functions as a service to local governmental units by providing advice and technical assistance in implementing and maintaining minimum standards with regard to land records management aspects such as uniform indexing of land records; uniform recording and indexing procedures for maps, plats and condominiums; and security and reproduction of land records.

The employee supervises a small staff of consultants providing expertise in photo-grammetry; cadastral, soils, utility and topographical mapping; automated and manual records storage; automated mapping systems; and micro-graphics. Work involves meeting with local governmental leaders and management, explaining the program, developing short and long-range plans, preparing requests for proposals and contracts for services, redesigning or improving existing records systems, and providing quality control of projects. Work also includes directing a periodic comparative salary study of all Register of Deeds offices by presenting written findings and making recommendations to the Board of County Commissioners and Register of Leeds of each county. The employee may also serve in a technical advisory capacity to local governmental units which are letting contracts for photo-grammetric services or purchasing electronic data processing equipment. Work also includes administering a state matching grants program to county governments for mapping and other projects in the improvement of land records systems; developing a comprehensive long range plan with county staff and presenting the plan for acceptance and approval; and conducting management studies of County Register of deeds operations. The employee develops mapping specifications that are used by counties in their base, cadastral, soils, utility, topographic and computer mapping systems; develops standards and procedures that will be used to provide uniformity and standardization of methods and procedures; and prepares agenda materials and conducts advisory committee meetings. Work may include other duties and responsibilities as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Reviews requests for services from local government units, prioritizes requests, and allocates time and resources of the section over a period of six to eighteen months into the future.

Organizing and Directing - Revises project priorities and schedules and changes assignments of subordinate employees. On larger projects or more critical phases of others, may serve as a project leader directing day-to-day activities. Work includes directing the development and maintenance of statewide minimum land records management standards for register of deeds offices and implementation plan development for the standards.

Budgeting - Manages a basic line item budget including personnel and support costs, office equipment, supplies and travel. Close monitoring of travel expenditures is required due to the large amount of statewide travel required of program personnel. Works closely with a grant advisory committee in allocating and distributing several hundred thousand dollars of State matching funds to support land records management projects.

Training - involvement in training is limited, but employee may occasionally send subordinate employees to workshops or seminars on photo-grammetry and land records management.

Setting Work Standards - work is conducted in accordance with departmental personnel and budget policies and standards. Formal standards for quality or quantity of work for subordinates are not utilized.

Reviewing Work - Work of subordinates is generally reviewed on site while serving as project leader; however, work may also be reviewed after completion based upon subjective analysis of the quality of land records system implemented, coupled with feedback from local governmental units served.

Counseling and Disciplining - Resolves personnel problems on site if of minor consequence. Formal actions, such as warnings or dismissal, may be taken after consultation with and approved by upper level management.

Performing Other Personnel Functions - Interviews new employees and makes recommendations for hiring; evaluates the work of subordinates; and makes recommendations regarding promotions and salary increases.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Land records studies have many factors in common from one study to the next; however, each local governmental unit has a different set of problems and requires a different response such as the method of mapping, the type of filing system required, and whether or not to use electronic data processing equipment for records storage.

Variety of Work Supervised - Work requires professional expertise in management, photo-grammetry and in automated and manual records systems.

Number of Employees Responsible For - Employee directs the work of approximately seven subordinates.

III. EXTENT OF SUPERVISION RECEIVED: The Land Records Management Program is supervised very independently by this employee. Long-range work plans are discussed with the supervisor and the employee is held accountable for the overall success of the program.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

## V. RECRUITMENT STANDARDS

Knowledges, Skills and Abilities - Thorough knowledge of the principles, methods, practices and techniques of mapping, indexing, storing and retrieving data on land location, size and ownership. Thorough knowledge of photo-grammetry. General knowledge of mini and microcomputer capabilities. General knowledge of the structure and function of counties and municipal governments. Ability to interpret technical data and prepare detailed reports; ability to plan, schedule, coordinate and supervise the work of subordinates; ability to establish and maintain effective working relationships with all levels of management and staff in local governmental units and with political leadership of the county or municipality.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in Photo-grammetry, Geography, Geodesy or Civil Engineering with coursework in photo-grammetry, remote sensing and Geographic information Systems and five years of experience in professional land records management work; or an equivalent combination of training and directly related experience.