

Hall County Surveyor / GIS Director

The Hall County Surveyor is a public official that is elected every 4 years on a partisan ballot. The Hall County Surveyor shall meet the qualifications for a county surveyor as found in NEB. REV. STAT. § 23-1901 and 23-1901.01 *et seq.*

The Hall County Surveyor is also the GIS Director for Hall County.

DUTIES AND RESPONSIBILITIES:

Responsible for performing the statutory duties & surveys required of the office including but not limited to administering county land survey records, re-establishing & maintaining the official government survey monuments, reviewing property boundary surveys, and reviewing subdivision plats.

Follow laws of the United States and the rules and regulations of the United States Department of Interior, Bureau of Land Management, governing the restoration of lost and obliterated corners and the specifications and instructions of the Board of Educational Lands and Funds.

Establish, perpetuate or re-establish all original or lost exterior corners and quarter corners in Hall County that were established by the original government survey as needed and requested by the county or public.

Monument and provide witness ties for said government corners and protect the government corners from destruction by construction, maintenance or public travel.

Record all corners or angles that they may establish, perpetuate, or re-establish, in a permanent manner by setting monuments containing ferromagnetic material, according to the instructions of the State Surveyor.

Maintain, review and file in their office all surveys made in the county.

Responsible for directing, managing & overseeing the activities, operations, projects & staff of the GIS Department including development of GIS policies, procedures & standards and strategic planning.

Oversee and supervise the GIS Coordinator and the GIS Analyst including hiring, performance evaluations, coordinating & recommend training, etc.

Serve on the inter-local (Grand Island & Hall County) GIS Committee and the Hall County GIS Committee. Update the Hall County GIS Committee on activities of the GIS department.

Develop, manage and track budgets & expenditures for the surveyor's office and for the GIS Department including capital outlays, operational expenditures & personnel expenses.

Prepare and file the required annual inventory statement of county personal property in their custody or possession as provided in NEB. REV. STAT. § 23-346 to 23-350 *et seq.*

Work with the Hall County Engineer / Highway Superintendent in performing surveys and assisting with AutoCAD work on county highway projects.

Establish section lines and county road right-of-way lines for county roadway improvements.

Provide legal descriptions for roadway easements, right-of-ways and roadway vacations requested by the county.

Coordinate and cooperate with other county offices and provide updates to the county board of supervisors as needed.

Other responsibilities as needed to perform the duties of the Hall County Surveyor / GIS Director.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

A minimum of 4 years of experience as a licensed land surveyor with knowledge of the principles and practices of land surveying.

Understanding of the concepts and applications of Geographic Information Systems and GIS software.

Ability to use AutoCAD for land surveying, roadway design, and highway construction.

Understanding of the operational needs of a county surveyor's office and GIS department.

Possess excellent written and oral communication skills.

Ability to supervise and direct staff.

SPECIAL REQUIRMENTS:

Registered as a Licensed Land Surveyor in the State of Nebraska.

Licensed to operate a motor vehicle in the State of Nebraska.

The County Surveyor must reside within Hall County after elected.

Applicants must be able to comply with all physical requirements of the position and pass a detailed background check.

SALARY AND MISC:

The Hall County Surveyor / GIS Director is a full time, exempt position without a deputy.

The expenses for the office of Hall County Surveyor and for the GIS Department are included as part of the county budget and no additional fees for services, equipment or mileage are provided.

The annual salary for the appointed position of County Surveyor / GIS Director for 2018 is \$75,072.00.

The annual salary for the elected position of County Surveyor / GIS Director is established at \$78,104.91 for the calendar year 2019. Each year thereafter, a 2 percent cost-of-living increase shall be added to the previous year's salary, therefore the total amount paid for the calendar year 2020 shall be \$79,667.01, calendar year 2021 shall be \$81,260.35, and for calendar year 2022 shall be \$82,885.56.

APPLICATION SUBMISSIONS:

Please submit complete application, resume and cover letter to:

Hall County Clerk
121 South Pine Street
Grand Island, Nebraska 68801

Applications will be accepted until 4:30 p.m. on Thursday, February 15, 2018.

Finalists will be interviewed during a public meeting of the Hall County Board of Supervisors on Tuesday, February 20, 2018.

The selected individual will be appointed by the Hall County Board of Supervisors to complete the remainder of the current term of the county surveyor through calendar year 2018.

It is anticipated that the selected individual will also file by March 1, 2018 for the elected position of county surveyor for the November 2018 general election.