

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Cartographer
Sch. & Grade PAT-7
Class Code BD08
FLSA Status Non-Exempt
Bargain Unit Elig. AFSCME
Occupational Series Engineering

PRIMARY PURPOSE:

To perform responsible cartographic and graphic design work in support of department activities.

SUPERVISION:

Under general supervision; may supervise subordinate personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Provides cartographic and graphic design support to the department; prepares maps, charts and other graphic material, report layout and format; readies material for final printing.
2. Supervises and participates in field surveys and data collection; evaluates all notes, sketches and data collected.
3. Responsible for quality control for mapping and reproduction.
4. Consults with department personnel regarding cartographic and graphic presentation and reproduction techniques and cost-efficiency of same; consults with department personnel regarding communication techniques with emphasis on visual aids and insures that appropriate visual aid equipment is available. Coordinates with City departments and public agencies regarding mapping needs.
5. Maintains appropriate base mapping, including aerial photography, for the City metropolitan area and special study areas.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of mapping, graphic, reproduction and photographic techniques; knowledge of associated cost factors; demonstrated skill in cartography and graphic design.

Abilities

Ability to understand and interpret related data and material and to translate such material into a graphic or mapped format; ability to communicate effectively; ability to organize and supervise work programs and contracts for cartography, graphic design and reproduction; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with specialization in Cartography, Graphic or Visual Design or related discipline, plus one year of appropriate experience. Masters Degree may be substituted for experience; directly related work experience may be substituted for formal education requirement.

Physical Requirements

Must have the ability to operate a computer keyboard and mouse; pushes and pulls up to 25 pounds; holds and grips objects.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 3324
Comments:	Updated Abilities	Date: June 14, 1982

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____