

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: FIRST DEPUTY (TRANSITIONAL)
DEPARTMENT: HOWARD COUNTY SURVEYOR
WORK SCHEDULE: VARIES
JOB CATEGORY: ADMINISTRATIVE

DATE WRITTEN: 01/1/21	STATUS: Full-time
DATE REVISED: 1-1-21	FLSA STATUS: Non-Exempt
DATE REVIEWED/APPROVED: 1/12/21	SALARY RANGE: \$36,000-\$45,000

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following Duties, Skills, and Responsibilities will be the incumbent's goal to master before the current First Deputy retires from the position. This transitional position will not be filled after the incumbent transitions to the First Deputy's position.

DUTIES:

Investigate and resolve drainage problems

Oversee all drainage assessments

Understand and implement section corner perpetuation

Carry out duties as directed by the Howard County Surveyor.

Review submitted subdivisions/site/drainage plans.

Prepare surveys, drain profiles, and other necessary reports.

Help make determination of watersheds for tax purposes or assessments.

Maintain, update, and create the counties GIS layers pertaining to the Surveyor's office.

Inspect and recommend acceptance of construction drawings and projects, related to drainage and erosion control. Review construction and erosion control plans. Review all drainage connections permits.

Review and propose updates to design standards, codes, and ordinances within the county.

Project Manager for all construction on the regulated drains. Site inspection, materials, billing, and payments to contractors.

Oversite of the section corners being re-established or perpetuated.

Addressing concerns from disgruntled landowners.

SKILLS: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or businesses. Ability to write speeches and articles for publications. Ability to effectively present information to top management and public groups.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Incumbent must possess excellent written and verbal communication skills, computer skills, and proficient with Microsoft Office and web based databases. Incumbent must have experience with ArcMap, Arc Hydro, GIS, and using/comprehending field survey equipment.

RESPONSIBILITY: Assist in the supervision of employees in the Howard County Surveyor's office in absence of the Surveyor. Oversees work on construction/reconstruction projects, and section corners. Responsible for all drainage assessments being calculated and attached to the tax bill annually.

EDUCATION AND EXPERIENCE: Associates degree (A.A.) or equivalent from two year college or technical school; or 6 months to 1 year related experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS: Ability to communicate tactfully, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, use hands and fingers, and reach with hands and arms. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in a standard office environment and outdoors. Employee is exposed to varying weather conditions. Noise levels typical for the job are moderate.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES_____ NO_____

Applicant/Employee signature

Date