

DEPARTMENT OF NATURAL RESOURCES

Division of Internal Services

Bureau of Facilities and Lands

Classification: IS Data Services Professional

Working Title: LWCF GIS Mapping Specialist

POSITION SUMMARY: Under the direction and review of the Facilities and Lands Bureau Director, this position is responsible for maintaining Geographic Information Systems (GIS) mapping records in DNR's Land Records System (LRS) for federal Land and Water Conservation Fund (LWCF) grant awards throughout the state. Primary responsibilities will be analyzing the results of LWCF grant awards (including boundary maps, recorded agreements and deeds, etc.), and monitoring grant objectives (including upload and organization of key documents to LRS to digitize/map LWCF projects in public-facing DNR mapping utilities). This position assists with maintaining post-award grant records, assessing the achievement of post-award grant goals, and acting as a liaison to federal and local government agencies, as necessary. This position functions independently to complete critical administrative duties necessary to administer the LWCF grant program. Position requires the ability to work with a wide variety of internal clients including property managers, planning and program leads, Real Estate staff, IT staff, other grants staff, and administrators.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: This position primarily operates out of the Central Office of DNR located in Madison, Wisconsin with occasional travel throughout the state. Occasional overnight travel may be required.

SCOPE OF AUTHORITY: This position is responsible for implementing their roles and responsibilities statewide as directed by the supervisor. The employee will report to the Facilities and Lands Bureau Director and will work under general supervision.

GOALS AND ACTIVITIES:

70% A. Provide cartographic representation (with related attribute information) of existing and new LWCF grant properties.

A1. [Initial Mapping Request] Evaluate initial mapping request for all pertinent information. Determine if all required information is presented. Request additional information from regional Project Manager or external project sponsor, if necessary, to fulfill mapping request. Provide timeline for fulfilling request.

A2. [Analysis] Review data needs to fulfill request. Determine if appropriate for LWCF grant program and associated program requirements. Review the work of external partners (e.g., surveyors) and Real Estate staff and Grants staff with other department staff, as necessary, to ensure accuracy of legal descriptions, quality of existing boundary map documents, consistency of new mapping requests and document uploads.

A3, [Manage Request] Use GIS database and related attribute information to compose appropriate cartographic representation of approved grant. Define data elements in data

dictionaries in support of GIS applications, customer request and grant requirements. Provide updates to Grant Manager on schedule on meeting request.

A4. [Quality Assurance] Review and confirm cartographic map, and associated attributes, meet grant requirements and request. Review grant contracts, existing boundary maps and complex legal descriptions to confirm accuracy of map.

A5. [Issue Map] Incorporate digitized parcel into existing LWCF data layer and output completed map to appropriate electronic storage locations and to Grant Manager, regional Project Manager, and (if necessary) to external project sponsor.

A6. [Maintain] Manage the GIS datasets for all LWCF grants. Maintain and manage LWCF parcels in geodatabase, including mapping adjustments resulting from noncompliance with the grant requirements (i.e., boundary disputes, encroachments, conversions of use).

A6.1 Oversee management of the LWCF GIS portfolio, including updates to public access, property names, parcel information, grantee reassignment, etc. As necessary, work with external grant sponsors, land surveyors, etc. to resolve legal description errors and other technical issues.

20% B. Review and update LWCF project files in LRS to facilitate mapping.

B1. [Audit Support] Review post-award digital file storage in LRS and make recommendations for improvement. Audit records to ensure compliance with National Parks Service standards and department standards.

B2. [LRS Quality Assurance] Lead quality control efforts for past LWCF project files and the upload/organization of files for new projects, including review of boundary maps and Certified Survey Maps (CSMs), proofreading legal descriptions, and procuring recorded documents, as needed.

10% C. Assistance with other LWCF administrative needs.

C1. [Scanning] Work with other LWCF staff and GIS technical staff ensure the scanning and storage of past LWCF project records is sufficient to support the mapping of LWCF properties and to efficiently access/review project records, as necessary.

C2. [Property Inspections] Work with other LWCF staff to ensure the mapping of LWCF properties is sufficient to support post-award compliance of LWCF properties (on-site inspections, encumbrance checks, clearance requests, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical Competencies

1. Experience with Geographic Information Systems (GIS) software and techniques, specifically working with existing attribute tables, materialized views, and existing IT systems to display land record polygons.
2. Ability to use personal computers, internet research tools, and the Microsoft Office suite.
3. Ability to prioritize workload and manage records.
4. Good oral and written communication skills.
5. Ability to work effectively with internal and external partners and provide responses in a timely manner.
6. Ability to frequently re-prioritize work tasks to meet changing program needs.
7. Ability to interpret and understand state statutes, administrative rules, DNR policies, and federal statute/code governing the Land and Water Conservation Fund.
8. Ability to use the Community Assistance Oracle System (CAOS) and other database/storage tools.
9. Understanding of basic state and local government operations.
10. Understanding of state and federal land acquisition policies and procedures.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS

Strength Requirements: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force for 75% of the time. Sitting will be required about 75% of the time. For the remaining 25% of the time, this position requires bending at the waist, balancing, lifting, carrying, pushing, pulling, reaching, handling, sitting, standing, talking, hearing, seeing (clarity of vision 20 feet or more, clarity of vision 20 inches or less, and the ability to distinguish colors), and walking on foot.

Environmental Factors: The position will spend approximately 95% of the time indoors. Time spent outdoors may include exposure to wind, rain, cold, and insects.

Equipment Used: General office equipment, computer, and scanner.

REMOTE WORK EVALUATION

Based on an assessment of the goals and work activities, this position may be eligible for limited remote work. Remote work approval is based on individual circumstances and is subject to supervisor approval and DNR remote work policies. Approval is subject to change without notice based on business needs.