

### County of Anoka

### Career Opportunity

**Apply online at: www.anokacounty.us**

**Salary: $29.09 - $34.90 Hourly**

**Job #19014**

**Opening Date: 03/08/2019**

**Closing Date: 03/22/2019**

**SURVEY PROJECT COORDINATOR**

Are you looking for a rewarding career in the northern Twin Cities metropolitan area where you can make a meaningful difference in others' lives and enjoy a positive work-life balance?

Our diverse Anoka County team brings next-level talents, personalities and experiences together in ways that make us both effective and efficient. Our team of nearly 2,000 employees is united by a common mission to preserve the public's trust. We do this by bringing our very best to work every day and serving Anoka County's 345,000 citizens in a respectful, innovative and fiscally responsible manner.

If your career aspirations resonate with our mission, we invite you to ***Find Your Path*** at Anoka County! Apply today to join our team.

**Survey Project Coordinator**

The Survey Project Coordinator is an integral part of a team of professionals that maintains and creates maps used by other county departments, cities, businesses and the public. While provided with a variety of work assignments each day, the Survey Project Coordinator also enjoys a good work-life balance through Anoka County. Bring your problem-solving and analytical skills to help maintain and improve the location resources used daily by the citizens of Anoka County.

This full-time, benefit-eligible position is located at the Anoka County Government Center.

**EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):**

*These examples are not all inclusive and are intended to be illustrative of primary responsibilities of an Anoka County Survey Project Coordinator.*

•Supervise the maintenance of Half Section and Map updating.

•Review subdivision plats, common interest community plats, and registered land surveys for compliance with state statutes as well as Anoka County plan standards.

•Assist the public and county staff with land survey related questions.

•Supervise the review process for preliminary township plat approval.

•Consult with the County Surveyor and Deputy County Surveyor on the development of the Survey Department budget.

•Work outdoors on the survey crew when needed.

•Perform duties of the Survey CADD Specialist when needed.

**REQUIREMENTS:**

**Minimum Qualifications** •Successfully pass Land Surveyor in Training in the State of Minnesota, with the ability to be licensed as a Land Surveyor in the State of Minnesota within two years.

•Three years of full-time (2,080 hours) experience in surveying, drafting, computer-aided drafting and advanced mathematics.

•One year full-time (2,080 hours) supervisory experience.

•Must possess a valid driver's license.

•Must successfully pass a criminal history and driver's license background check.

**Preferred Qualifications**

•Licensed as a Land Surveyor in the State of Minnesota.

•Associate of Applied Science degree in Land Surveying.

**Knowledge, Skills, Abilities, and Work Environment**

**Knowledge of:**

•Minnesota state laws related to land surveying.

•Rules and regulations governing land surveying practices and the subdivision of land.

•Advanced mathematics, including: trigonometry, algebra and geometry.

•AutoCAD Civil 3D and GIS Software.

**Skill in:**

•Written and oral communication.

•Interacting with the public in a professional manner.

**Ability to:**

•Read, write, and interpret legal descriptions.

•Work effectively as part of a team performing survey-related tasks, including: topography surveys, boundary surveys, construction staking, as-built locations, setting benchmarks and setting monuments.

**Work Environment:**

•Work is primarily completed indoors in an office setting.

•Some work may be completed outdoors in all weather conditions.

**GRADE LEVEL:**

**Salary**

Anoka County Salary Schedule, Grade C012

Normal hiring range: $60,507 - $72,592 ($29.09 - $34.90 per hour).

2019 full salary range: $48,422 - $72,592 ($23.28 - $34.90 per hour).

Career potential up to $88,628 ($42.61 per hour).

After successful completion of an initial hire probationary period, may be eligible for an initial hire probationary period increase.

**Hours**

Full-time; 40 hours per pay week.

Normal work schedule is primarily Monday through Friday, 8:00 a.m. to 4:30 p.m.

Schedule may vary based on business needs and at supervisor discretion.

**Selection Process**

The examination/selection process for this classification will consist of a review of your training and experience from the application materials submitted. The most qualified candidates will be invited for an oral exam.

**Additional Information**

Include responses to all supplemental questions with your application no later than 4:30 p.m. on the closing date of the position. Resume and cover letter submissions are accepted but are not required. The resume cannot be used in lieu of the application.

If you have a disability that would prevent you from testing for a position under standard conditions or if you wish to submit Veterans' Preference information, please notify Megan Will, Anoka County Employee Relations Department at 763-324-4324 so that every reasonable effort can be made to accommodate you.