

### County of Anoka

### Career Opportunity

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

**Salary: $34.15 - $42.61 Hourly**

**Job #19059**

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

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

**DEPUTY COUNTY SURVEYOR**

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.

**Deputy County Surveyor**

The Deputy County Surveyor assists the County Surveyor in leading a team that provides right-of-way plats, boundary surveys, topography surveys and legal descriptions for other departments in Anoka County, in addition to maintaining the Public Land Survey corners. While provided with a variety of work assignments each day, the Deputy County Surveyor also enjoys a good work-life balance. Bring your professional knowledge and judgement to maintain and improve land surveying services used directly and indirectly 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 Deputy County Surveyor.*

•Supervise field operations and surveying services provided to other county departments.

•Prepare county highway right-of-way plats using coordinate geometry and computer-aided drafting software.

•Assist the general public, as well as other county departments with surveying-related questions, including interpretation of legal descriptions.

•Assist with checking plats for correctness of legal descriptions and mathematical accuracy before the plats are recorded.

•Supervise the review process for preliminary township plat approval when needed.

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

**REQUIREMENTS:**

**Minimum Qualifications**

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

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

•Two years' full-time (2,080 hours) experience supervising employees.

•Must possess a valid driver's license.

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

**Preferred Qualifications**

•Bachelor's 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.

•Drafting and computer-aided drafting.

•Land surveying techniques and procedures.

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

•AutoCAD Civil 3D and GIS Software.

**Skill in:**

•Written and oral communication.

•Mapping and drafting using computer-aided drafting.

**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.

•Interact with the public in a professional manner.

•Read and interpret aerial photos and all types of survey maps.

**Work Environment:**

•Work is primarily completed indoors in an office-setting.

**GRADE LEVEL:**

**Salary**

Anoka County Salary Schedule, Grade C013

Normal hiring range: $71,032 - $88,628 ($34.15 - $42.61 per hour).

2019 full salary range: $53,414 - $88,628 ($25.68 - $42.61 per hour).

Career potential up to $96,283 ($46.29 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.