



Anoka County
Department of Employee Relations
Invites Applications for the Position of:

DEPUTY COUNTY SURVEYOR

An Affirmative Action/Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 01/22/21

CLOSING DATE: 02/08/21

THE POSITION

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? Bring your professional knowledge and judgement to maintain and improve land surveying services used directly and indirectly by the citizens of Anoka County.

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.

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

Why join Anoka County?

- 24 days of paid Flexible Time Off and 11.5 paid holidays.
- Comprehensive insurance including medical, dental, vision and more.
- Medical and dental clinic exclusive to employees, located at the Anoka County Government Center.
- Advancement/professional development opportunities.
- Pension plan and other retirement investment options.

Learn more about our robust benefits package by going to our website:

www.anokacounty.us/benefits

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

These examples are not all inclusive and are intended to be illustrative of primary responsibilities of the 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 and 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, and Abilities Needed:

- Knowledge of Minnesota state laws and other rules and regulations governing land surveying practices and the subdivision of land.
- Mapping drafting and computer-aided drafting.
- Land surveying techniques and procedures.
- Advanced mathematics, including, but not limited to: trigonometry, algebra and geometry.
- AutoCAD Civil 3D and GIS Software.
- Excellent written and oral communication.
- Ability to read, write and interpret legal descriptions.
- Work effectively as part of a team performing and supervising 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 D115. Exempt.

2021 hiring range: \$71,572 - \$102,252 (\$34.41 - \$49.16 per hour). Hiring rate dependent on qualifications.

2021 full salary range: \$71,572 - \$112,507 (\$34.41 - \$54.09 per hour).

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 and/or interview. Interviews will be held on Friday, February 12, 2021 at the Highway Department in Andover.

Additional Information

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* with Anoka County! Apply today to join our team.

If you are requesting an exam accommodation, would like to submit Veterans' Preference information or have any other questions regarding this job posting, please call the Anoka County Employee Relations Department at 763-324-4300 and reference the posting title and number.

Have a question about the hiring process? Please visit: www.anokacounty.us/er-faq

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.anokacounty.us>

OR

Government Center, 2100 3rd Avenue

Anoka, MN 55303

763-324-4300

EXAM #21041

DEPUTY COUNTY SURVEYOR

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DEPUTY COUNTY SURVEYOR Supplemental Questionnaire

- * 1. Are you a licensed Land Surveyor in the State of Minnesota?
- Yes No
- * 2. How many years' full-time (2,080 hours) experience do you have in surveying, drafting, computer-aided drafting, and advanced mathematics?
- Less than one year
 1-2 years
 3-4 years
 5 or more years
- * 3. How many years' full-time (2,080 hours) experience do you have supervising employees?
- Less than one year
 1 year
 2 years
 3+ years
- * 4. Do you possess a valid driver's license?
- Yes No
- * 5. Do you have a degree in Land Surveying?
- Yes, an Associate of Applied Science degree
 Yes, a Bachelor's degree or higher
 No
- * 6. If selected for an interview, will you be available on Friday, February 12, 2021?
- Yes
 No, but am available on a different date.

* Required Question