

TRAVIS COUNTY, TEXAS

# Survey Records Manager

Transportation and  
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Survey Records Manager position with an authentic and dynamic leader. Come work for one of Forbes' 2019 Best Large Employers in Austin, Texas. ***This position is eligible to work remote!***



## Job Summary

The Director of Public Works is looking for a new Survey Records Manager to join the Travis County team due to a retirement. This position directs and supervises the operations of the field surveying, Global Positioning System (GPS), Computer Aided Drafting (CAD), as well as the records research staff and operations. This position reviews and makes boundary resolutions, check final maps and sketches, and prepares legal descriptions, certifies and seals maps and documents for content, accuracy, and completeness, as prescribed by law; maintains all maps and records; researches and analyzes survey records and legal documents; applies appropriate laws and regulations to determine boundaries, property lines and survey control lines; and supervises the development and maintains both vertical and horizontal control for Global Positioning System (GPS) for County and other users.

The new manager must have knowledge of Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies, and procedures; mathematical and statistical methods as used in surveying; recent developments and current literature regarding surveying; computer software to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications. It is essential for candidates to be skilled at using Computer-Aided Design and Drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) processing, survey data collection, and other related electronic equipment, as well as interpreting and utilizing engineering plans, maps, and specifications.

In addition, the ideal candidate is one who has the ability to quickly acquire business acumen, successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an innovative, efficient, and quality manner. The ideal candidate is (a)...

- Change Leader
- Relationship Builder
- Influencer
- Collaborator
- Resourceful
- Inclusive
- Politically Savvy
- Persuasive Communicator
- Cooperative
- Consensus-Building
- Results-oriented
- Motivator
- Coach
- Dependable
- Objective
- Resilient

## Distinguishing Characteristics

This is a job classification within the Engineering and Architectural job family. This classification is distinguished by the management duties and responsibilities. This classification serves as the County Surveyor. This classification may require a flexible work schedule in order to meet the needs of the department.

## What additional responsibilities will you be expected to do in this role?

### This Role:

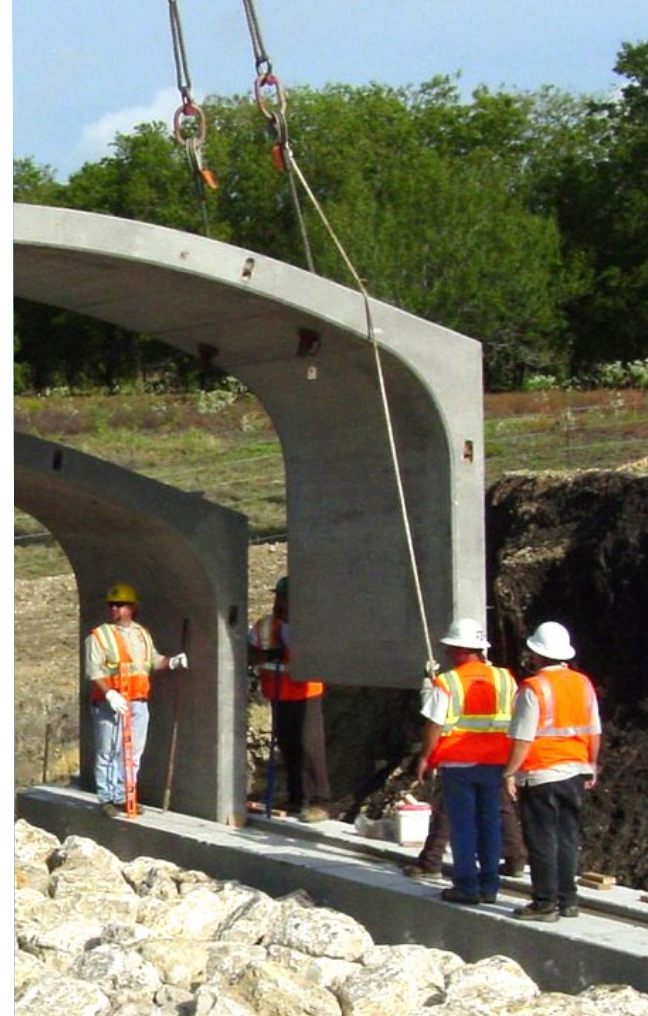
- Supervises staff and field crew staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares, and administers budget, prepares a variety of fiscal and administrative reports.
- Plans and schedules for the future services and budgetary needs. Assists with preparation and administration of budget, and a variety of fiscal and administrative reports. Evaluates hardware and software, and services and programs. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service.
- Provides in-service training to staff.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures, and priorities. Coordinates with officials to achieve those goals.
- Responds and analyzes difficult inquires, grievances or complaints from customers, regulatory agencies, or members of the professional community.
- Establishes and maintains effective working relationships with County employees and officials, developers, legal staff, engineers, contractors, representatives of outside agencies, suppliers, and the general public to establish procedures for the monitoring of contract compliance issues.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional associations meetings, private organizations and participates on related committees.
- Performs in a stressful environment while maintaining a professional manner.
- Makes appropriate and effective public presentations.

### Minimum Qualifications

Bachelor's degree in Surveying or related field to include a minimum of 32 credits of surveying courses and at least 4 years of directly related surveying experience or Associate's degree in Surveying or related field to include a minimum of 32 credits of surveying courses and at least 6 years of directly related surveying experience. One year of supervisory or management experience is also required. Any combination of education and experience will be considered that are equivalent to the stated education, experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

### What We Prefer

Registration as a Professional Land Surveyor issued by the State of Texas, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.





## Compensation and Benefits

The approved salary range for this position is **\$60,000 - \$77,000**. Travis County offers excellent benefits, including a retirement plan with Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits).

***This position is eligible to work remote!***

For more information on employee benefits, visit the County's benefits page:

<https://www.traviscountytx.gov/human-resources/jobs/benefits>.

## Application Process

**Open Until Filled.** To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to: <https://www.cpshr.us/recruitment/1973>. For additional information about this position please contact:



**FATIMA NUKIC**

**CPS HR Consulting**

Email: [fnukic@cpshr.us](mailto:fnukic@cpshr.us)

Web-site: [www.cpshr.us](http://www.cpshr.us)

**KYLIE WILSON**

**CPS HR Consulting**

Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the County. A final selection will be made upon completion of comprehensive reference and background checks.