

COLFAX COUNTY

JOB DESCRIPTION

POSITION TITLE:

Elected Official - County Surveyor

REPORTS TO:

Board of Commissioners

PURPOSE OF POSITION:

In accordance with the Nebraska Revised Statutes, the County Surveyor is required to perform or cause to be performed all necessary surveys in the county and make record of same. The County Surveyor shall prepare an annual inventory of all county personal property in the Surveyor's possession. The County Surveyor shall be a registered land surveyor as provided in Nebraska Statutes.

ESSENTIAL FUNCTIONS:

Plans, coordinates, and evaluates departmental operations including all facets involved with resources, facilities, equipment, services and programs to ensure that departmental objectives are being met and maintained.

Responsible for the overall management and operation of the department and performs job duties in accordance with the federal, state and county regulations.

Develops and implements administrative and operational policies and procedures designed to improve services and to achieve departmental goals and objectives.

Prepares the annual departmental operating budget; monitors fiscal position of the department to ensure the effective and efficient use of county funds and resources.

Responsible for performing and recording all county surveys required to be conducted.

Responsible for the preparation and filing of an annual inventory of all county personal property in the possession of the Surveyor.

Responsible for the preparation, maintenance and distribution of all required departmental records, reports and correspondence.

Attends conferences and meetings to keep abreast of current trends; represents the County in a variety of local, county, state and other meetings.

Cooperates and coordinates departmental activities with other county and state agencies as appropriate.

ESSENTIAL FUNCTIONS: (continued)

Establishes and maintains positive public relations and serves as a liaison for the county with other governmental agencies as needed.

Approved September, 2000