NEW AUG 0 3 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Cartographer Supervisor	CODE: 82315 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from natural resources coordinator or other administrative supervisor, plans, schedules, coordinates & directly supervises lower-level cartographers;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	90-96	Plans, schedules, coordinates & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., cartographers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, issues instructions concerning procedures & materials to be used, consults with staff regarding most time & cost efficient procedures & techniques, estimates printing costs & directs printing schedule.	Knowledge of (1) management*, (2) employee training & development, (3) supervision, (4) cartography; skill in (5) operating cartography equipment; ability to (6) apply principles to define problems & draw valid conclusions, (7) calculate decimals, fractions & percentages, (8) understand manuals & verbal instructions, technical in nature, (9) gather, collate & classify information, (10) establish friendly work atmosphere as supervisor of work unit, (11) demonstrate dexterity to use hands skillfully.
2	4-10	Represents department in contacts with other departments & companies performing work related to publication programs & state map; develops maps & cartographic displays.	Knowledge of 3, 4; skill in 5; ability to 6, 7, 8, 9, 10, 11.

(1094)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in cartography & 3 courses in drafting plus 8 mos. exp. as cartographer (or 17 mos. exp. in layout, drafting & plotting of maps); 300 hrs. training in employee training & development (or 3 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp.); or equivalent.	TRAINING & DEVELOPMENT:

FORM ADM-4131 CLASS TITLE Cartographer Supervisor CODE: 82315C