



## YAMHILL COUNTY ASSESSMENT & TAX

Derrick C Wharff  
Assessor and Tax Collector

**Date:** July 10, 2025  
**To:** Yamhill County Board of Commissioners  
**From:** Derrick Wharff, Assessor, Tax Collector  
**Re:** Request to Establish GIS Coordinator Position for Yamhill County

---

Dear Commissioners and County Administration,

The Office of Assessment and Taxation respectfully submits this request to establish a new GIS Coordinator position within Yamhill County. This role is critically needed to support and advance the county's growing reliance on Geographic Information Systems (GIS) for accurate, timely, and seamless data exchange across departments and jurisdictions.

GIS data has become a foundational element in the operations of a wide range of county functions. Internally, departments such as Planning, the Surveyor's Office, Public Works, Assessment and Taxation, and the Clerks and Elections office all depend on accurate geospatial data for public service deliveries and process decision-making. Externally, the demand for reliable GIS information is equally strong. Cities, school districts, fire departments, utility districts, and the Office of Emergency Management rely on county GIS data to support planning, emergency response, infrastructure development, and day-to-day operations.

Currently, the absence of a centralized GIS Coordinator has resulted in fragmented data management and inefficiencies that hinder both internal collaboration and data sharing with external partners. Establishing this position would provide active management, oversight, and technical expertise to unify GIS efforts countywide through an ArcGIS Enterprise Deployment. It would ensure that data standards are upheld, updates are timely, and users—both internal and external—have dependable access to critical geospatial information.

Importantly, this proposal is budget-neutral. The cost of the GIS Coordinator position would be absorbed through an expiring contract with COG and an existing vacancy within the Assessment and Taxation office. Approval of this position will not require additional funds beyond the current adopted budget for 2025-2026.

We believe that creating this position is a proactive and necessary step to modernize our county's data infrastructure, improve interdepartmental coordination, and better serve the public. We respectfully request your consideration and approval of this proposal.

Sincerely,  
**Derrick Wharff**

---

Approved by the Yamhill County Board of  
Commissioners on 07/10/2025  
via Board Order 25-222

## Yamhill County Assessment, Taxation, GIS

2025-2026 GIS Coordinator Request  
 2025-2026 Budget Allocation for Appraiser III  
 2025-2026 Budget Impact for GIS Coordinator

Proposec GIS Coordinator	\$ 140,772	D.Wharff
Existing Appraiser III	\$ 127,814	6/27/2025
<b>Difference in base positions</b>		<b>\$ 12,958</b>

YC Appraiser III		2025-2026
<b>Base Salary - Range 20</b>	Step 4	\$ 74,220
		\$ 74,220
<b>Employee Benefits</b>		
Medicare Tax	1.45%	\$ 1,076.19
Social Security	6.20%	\$ 4,601.63
Retirement	24.94%	\$ 18,510.42
Medical Insurance	1 FTE	\$ 25,563.12
Paid Leave Oregon	0.40%	\$ 296.88
VEBA		\$ 1,500.00
Dental Insurance		\$ 1,424.92
Vision Insurance		\$ 143.13
Short Term Disability		\$ 348.27
Life Insurance		\$ 25.20
Accidental Insurance	0.01%	\$ 7.42
Unemployment	0.10%	\$ 74.22
Workers Comp Assessment		\$ 23.00
Sub-Total		\$ 53,594.40

**YC Appraiser III Total \$ 127,814**

### Comments / Summary

In Feb of 2025 A&T had a retirement of an Appraiser III. We promoted within and the retiree came back on to assist with training. Now we are using the .4 FTE retiree for additional commercial support as well as the existing employee who was promoted. At this time we do not need to fill the Appraiser III position with full time. Leaving that position as .4 FTE (without benefits), creates the opportunity to add a GIS coordinator for the county without an ask for additional funding. Additional revenue was also transferred to A&T from the cancellation of the COG contract to provide GIS services.

YC GIS Coordinator		2025-2026
<b>Base Salary - Range 22</b>	Step 4	\$ 83,955
		\$ 83,955
<b>Employee Benefits</b>		
Medicare Tax	1.45%	\$ 1,217.35
Social Security	6.20%	\$ 5,205.23
Retirement	24.94%	\$ 20,938.45
Medical Insurance	1 FTE	\$ 25,563.12
Paid Leave Oregon	0.40%	\$ 335.82
VEBA		\$ 1,500.00
Dental Insurance		\$ 1,424.92
Vision Insurance		\$ 143.13
Short Term Disability		\$ 348.27
Life Insurance		\$ 25.20
Accidental Insurance	0.01%	\$ 8.40
Unemployment	0.10%	\$ 83.96
Workers Comp Assessment		\$ 23.00
Sub-Total		\$ 56,816.84

**GIS Coordinator Range 20 Step 4 Total \$ 140,772**

### Revenues

COG Contract Cancellation	\$ 50,000.00
AWS Hosting Cancellation	\$ 9,600.00
<b>Sub-Total Add Revenue</b>	<b>\$ 59,600.00</b>

### Expenses

GIS Coordinator Range 22 Step 4	1 FTE	\$ 140,772.00
YC Appraiser Part Time (16 hrs no Benefits)	.4 FTE	\$ 31,894.73
YC Appraiser III	1 FTE	\$ (127,814.22)
<b>Sub-Total Net Expense</b>		<b>\$ 44,852.51</b>

**Surplus \$ 14,747.49**

**B.O. 25-222**



<b>WORKING TITLE:</b> GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR	<b>CLASSIFICATION:</b> GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR
<b>DEPARTMENT:</b> ASSESSOR	<b>DIVISION:</b> ASSESSMENT & TAX
<b>PAY RANGE:</b> OPEU 22	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> APRIL 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

The Geographic Information Systems (GIS) Coordinator provides technical support, consultation, coordination, management and guidance in the development and ongoing maintenance of the County’s geographic and land information systems. Plans, designs, implements and manages the County-wide geographic information system (GIS).

Coordinates with participating County Departments, and other GIS vendors regarding the management of the Yamhill County GIS. Administers and curates GIS data including department geodatabases and shapefiles used for data analysis and county projects. Prepares and provides access to GIS data to members of the public, private entities, as well as local, state, and federal agencies.

***SUPERVISION RECEIVED:***

The GIS Coordinator receives general direction from the Deputy Assessor.

***SUPERVISION EXERCISED:***

Direct supervision is not a function of the GIS Coordinator, but the incumbent may provide functional and technical direction and guidance to professional, technical and administrative staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plan, coordinate, and guide the County’s GIS support activities including the implementation of new GIS technology and software; research new GIS technologies and make appropriate recommendations to management.
- Initiate, review, coordinate and guide the development of an integrated County-wide GIS plan; coordinate activities with all County personnel that utilize GIS services; coordinate work activities among departments with GIS projects; ensure the effective and efficient development and implementation of GIS projects.
- Oversee the development of short, intermediate and long-range GIS processing plans; identify annual GIS system hardware and software needs; develop plans for GIS hardware and software support; coordinate and guide the implementation of those plans within budgetary constraints.
- Oversee, perform and lead the development and use of various County GIS geodatabases; design, develop, test and manage procedures and models using appropriate GIS tools and software; work with other GIS professionals, both in the county and outside the county, to develop and design GIS data editing.

- Design and develop GIS and related applications, procedures and programs as required; test procedures and programs to ensure that desired results are achieved and make necessary changes; review GIS support efforts to track and report on performance.
- Prepares annual written reports with recommended actions on applications and overall GIS performance.
- Initiate and oversee the development of public access web-based features for querying and viewing county data, documents and maps; coordinate, develop, test and support web-based applications for viewing, browsing and analyzing GIS and land-based information by County staff and the public using GIS tools and software; coordinate the use and delivery of data with County departments.
- Act as the liaison between the County and outside agencies on GIS and land-based information systems.
- Prepares and periodically reviews map documents, using proper cartographic techniques and best practices, for the Assessment and Tax Office and other County Departments as requested.
- Creates and actively manages GIS geodatabases using database management best practices.
- Creates geospatially accurate GIS geodatabases and periodically reviews GIS data for accuracy and completeness.
- Ensures data changes are accurately incorporated into the Countywide GIS geodatabases, using proper geospatial techniques and best practices.
- Provide and coordinate staff training on the GIS platform as needed. Provide assistance to the management team on GIS and licensing contract negotiations, bid preparations and evaluations within established budgetary constraints.
- Assists the public with GIS data delivery.
- Provides basic troubleshooting and guidance to the public regarding the access and use of the County GIS web map service.
- Performs other related duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Modern GIS principles, procedures and practices.
- State of the art GIS software including GIS system architecture.
- GIS data management best practices.
- Current trends and developments in the principles, objectives, techniques and standards of cadastral mapping.
- Understanding of GIS data creation and management techniques and best practices.
- Spatial analysis and GIS data management.

#### **SKILL IN:**

- Operating GIS software and associated computer systems sufficient to effectively carry out the duties typical to the position.
- Using GIS software to develop applications and other GIS tools.
- Using programming language(s) typical to GIS software to automate tasks, build data analysis tools and extract data for reports.
- Performing research; compiling and analyzing technical data.
- Planning and managing multiple projects.
- GIS software packages, preferably current ESRI ArcGIS Enterprise and ArcGIS Desktop

applications.

- Drafting and interpreting maps.
- Communicating effectively, both orally and in writing.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management, record keeping programs and other applications typical to an office environment.
- Working independently and as part of a team.

**ABILITY TO:**

- Perform research, compile and analyze technical data.
- Prepare and present clear and concise reports.
- Express ideas and convey information effectively both orally and in writing.
- Interact with state and local government officials and the public in a courteous and tactful manner.
- Work independently within established policies and procedures.
- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, public and private officials, and the public. Organize, draft, and revise map documents.
- Perform research, compile and analyze GIS data.
- Work effectively independently and as part of a team.
- Prepare and present clear and cartographically sound map documents.

**MINIMUM EXPERIENCE AND TRAINING:**

A bachelor's degree from an accredited college or university in geographic/GIS study architecture, cartography, computer science, surveying, real estate or a related field; and/or five (5) years' experience in the design and development of geographic information systems. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*