

Montgomery County Board of Commissioners

Resolution 2025-9

A RESOLUTION APPOINTING MAPPING DIRECTOR AND APPROVING EMPLOYMENT AGREEMENT

WHEREAS, the Montgomery County Board of Commissioners is empowered to appoint a Mapping Director and approve an employment agreement for the Mapping Director;

AND WHEREAS, the Board finds that it should appoint Mike Davis as Montgomery County Mapping Director;

AND WHEREAS, the Board also finds that the employment agreement which is attached to this resolution should be approved.


IT IS, THEREFORE, RESOLVED that Mike Davis is hereby appointed Montgomery County Mapping Director.

IT IS FURTHER RESOLVED that the employment agreement for Davis, which is attached to this resolution, is hereby approved.

THIS RESOLUTION is hereby adopted on this 10th day of February, 2025.

MONTGOMERY COUNTY BOARD OF
COMMISSIONERS


Dan Guard, President


James D. Fulwider, Vice President

Jake Bohlander
Jake Bohlander, Member

Attest:

Jennifer Andel
~~Mindy Byers, Auditor~~
Jennifer Andel, CD Auditor

**2025 CONTRACT OF EMPLOYMENT
MONTGOMERY COUNTY MAPPING DIRECTOR**

THIS AGREEMENT, by and between the Board of Commissioners of Montgomery County (hereinafter referred to as the "Commissioners") and Mike Davis (hereinafter referred to as "Davis" or "Employee"), is to witness that:

WHEREAS, the County Executive may appoint a full-time County Mapping Director, who is responsible for supervising the County Mapping Department under direction of the County Commissioners;

AND WHEREAS, the Commissioners desire to employ Davis as the County Mapping Director, and Davis desires to be employed in this position.

AND WHEREAS, the parties desire to enter into a contract which memorializes their agreement regarding such appointment.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

TERM: The Commissioners hereby agree to employ Employee as Mapping Director for a term beginning on January 1, 2025 and ending December 31, 2027, subject to the reservation by the Commissioners of the right to terminate the employment of Employee as provided in this contract.

On December 31, 2025, this term will be automatically extended to December 31, 2028 unless either the Board or the Employee provide written notice to the other party of that party's decision not to extend the term. This automatic extension will also operate to extend the term on December 31, 2026 and December 31, 2027 unless a party provides notice to the other to the contrary. It is the intention of the parties that the term after automatic renewal will be a three-year term.

2. DUTIES: Davis's duties shall include those assigned by the Montgomery County Board of Commissioners including but not limited to the following:
- a. Manages the County Parcel Base (GIS layers); plots and records boundaries, appropriate easements and other appurtenant information from recorded maps, legal descriptions in deeds, and other documents; augments the GIS layers;
 - b. Create new (or revised) Assessor plats, utilizing information; resolves issues relating to mapping boundary lines and property ownership in accordance with Tiles laws and practices;
 - c. Audit tentative surveys (in submittal process for recording), review for accuracy and adhere to County Code and other regulations, review errors with surveyors, determine required corrections for re-submittal and rejects flawed submittals;
 - d. Works with County attorney to interpret applicable laws, regulations and codes to ownership and land division;
 - e. Reviews recorded surveys for accuracy, performs changes to lines and attributes, creates new parcels and other new features, assigns new parcel numbers to affected parcels;
 - f. Consults with and advises the Assessor's office staff and other Departments staff, on mapping problems, apparent defects in chain of title, boundary

descriptions;

g. Supervise all employees of their department including office staff under the direction of the Board of Commissioners.

h. Perform any other related duty as may be assigned by the Board of Commissioners.

i. Attend all Commissioners' meetings, when possible, as directed by the Commissioners.

k. Directly report to the County Administrator.

3. SALARY: That the Director's salary, for 2025, shall be the sum of fifty nine thousand, four hundred and eighty one dollars and twelve cents (\$59,481.12).

The salary for subsequent years shall be the amount approved in the Salary Ordinance for each year.

This salary shall be paid at the same time other county employees are paid and is subject to appropriation by the Montgomery County Council.

4. TERMINATION: The parties agree that this contract may be terminated as follows:

a. Termination by Commissioners: Davis is an appointee of the Commissioners. As such, he serves at the will of the Commissioners, subject to the rights and obligations of the parties under the terms and conditions of this agreement. The Commissioners may terminate Davis's employment with or without cause as follows:

i. For Cause: In the event Davis fails to carry out his duties and obligations as defined by this agreement or violates a policy of Montgomery County as provided for in the employee handbook, the Commissioners shall have the right to terminate Davis's employment without prior notice and without further compensation or benefits. If the Commissioners terminate Davis's employment for cause, it shall provide to him written notice of the reasons therefore and the effective date of the termination.

ii. Without Cause: The Commissioners shall also have the right to terminate Davis's employment without cause by providing to Davis written notice of the termination with the effective date thereof at least thirty (30) days after the date of the written notice. Davis shall be entitled to compensation and benefits and shall have the same duties and obligations until the effective date of the termination.

If the Commissioners end Employee's contract prior to the end of the term of the contract and the termination is not due to cause, then Employee shall be paid 75% of the remaining portion of the contract unless the termination occurs during the last year of the contract, then employee shall be paid for 6 months of compensation regardless of the amount of time left in the contract.

b. Termination by Davis: Davis may terminate this contract of employment at any time by providing written notice to the Montgomery County Board of

Commissioners.

5. COMPENSATORY TIME, PTO, FLEX & OVERTIME: Davis is not entitled to compensatory time ("comp time") nor overtime as provided in the Montgomery County Employee Personnel Manual. Davis is considered a salaried employee, and he is entitled to the same benefits provided to other County Employees except comp time and overtime. Employee may flex their time beyond the pay period in which additional time above 40 hours was worked. The time may be flexed in to the next calendar year if the additional time worked occurred in November or December. PTO time will be awarded according to the schedule for years of service in the PTO section of the Employee Handbook. 80 hours of unused PTO may be carried over in to the next calendar year.

6. OFFICE HOURS: Davis shall keep regular business hours as directed by the Montgomery County Commissioners. Offices will be open to the public as approved by the Commissioners, or as otherwise directed by the Commissioners.

8. GENERAL: Davis shall always maintain the highest standard of professional conduct and practice in the performance of his duties for the County. He shall maintain all County property and documents entrusted to him and shall return said items to County whenever requested by the Board of Commissioners.


9. CONSTRUCTION: This Contract shall be construed in accordance with and governed by the laws of the State of Indiana on this 10th day of February, 2025.

MAPPING DIRECTOR


Mike Davis


**BOARD OF COMMISSIONERS OF
MONTGOMERY COUNTY, INDIANA**


Dan Guard, President


James D. Fulwider, Vice President


Jake Bohlander, Member

ATTEST:


Mindy Byers, Auditor
Jennifer Andel, CDA Auditor

**POSITION DESCRIPTION
COUNTY OF MONTGOMERY, INDIANA**

POSITION: Director
DEPARTMENT: Mapping
WORK SCHEDULE: 7:30 AM – 4:30 PM, M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: January 2024

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Montgomery County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Director for the Montgomery County Mapping Department responsible for managing and coordinating all aspects of County-wide Geographic Information Systems (GIS), including GIS data management, quality control, GIS application maintenance and development, and database administration.

DUTIES:

Supervises and directs assigned staff, including analyzing , reviewing position documentation, interviewing candidates, making hiring decisions, providing training and orientation for new hires, planning and delegating work assignments, establishing work goals, training and motivating staff, determining changes in responsibility, evaluating performance, reviewing salaries, recommending change, recommending personnel actions, maintaining discipline, and administering personnel programs and procedures.

Provides advanced technical support and training to County and City departments on use of all GIS applications.

Manages and coordinates growth of County's GIS functionality. Configures and maintains GIS environment including the creation, publication, maintenance, and optimization of GIS, map, image, and geoprocessing services.

Develops, implements and manages County GIS data and environment.

Provides guidance to staff on best practices for analyzing, interpreting and creating spatial data.

Manages quality control of all new and existing data from a variety of internal and external sources.

Manages the transfer of information from conveyance documents to taxing and mapping software.

Maintains and expands all current and future GIS applications for the County, including City of Crawfordsville and all incorporated towns, including both in-house and public-facing application, including Beacon.

Generates project-specific maps, services and applications as needed for each department, clients, consultants and the public as assigned.

Digitizes and updates new and existing data, and conducting data analysis.
Coordinates and collects field data, including the conversion of collected data into GIS applications, and acquisition of demographic and GIS data from various external sources as needed.

Builds and maintains complex data formats, including but not limited to, topologies, parcel data, geometric networks, LAS datasets, Mosaic datasets, and County highway networks.

Updates and validates GIS information associated with dispatch map, Validation Service, and Computer-Aided Dispatch (CAD) software.

Assists County Engineer with Global Positioning hardware/software applications, including creating and updating road and culvert inventory and other layer information in GIS.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in geography or GIS required.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Thorough knowledge of GIS applications, including County GIS, Esri ArcMap, and AutoCAD.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Practical knowledge of basic accounting and bookkeeping standard practices and procedures, with ability to ensure proper preparation and administration of Department budgets and related financial procedures and controls.

Practical knowledge of County budget process and Department financial management requirements, with ability to manage budget, ensure cost-effective operations, and write and administer grants.

Working knowledge of computer and networking technologies, server hardware, and operating systems with ability to manage and develop County-wide GIS to integrate with other government functions.

Working knowledge of geography and its relationships to other sciences and applications.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, detailed reports, documents, and project plans.

Ability to supervise and direct assigned staff, including analyzing , reviewing position documentation, interviewing candidates, making hiring decisions, providing training and orientation for new hires, planning and delegating work assignments, establishing work goals, training and motivating staff, determining changes in responsibility, evaluating performance, reviewing salaries, recommending change, recommending personnel actions, maintaining discipline, and administering personnel programs and procedures.

Ability to properly operate standard office and Department equipment, including computer, calculator, telephone, large format printers, GPS unit, Trimble, and various survey equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, local and state agencies, community organizations, realtors, title companies, surveyors, local public-safety agencies, vendors, County Commissioners, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to plan and layout assigned work projects.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to plan and layout work projects.

Ability to file, post, and mail materials.

Ability to read and interpret detailed prints, sketches, layouts, maps, and legal codes, technical manuals, and textbooks.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, classify data, analyze, evaluate, observe, diagnose, investigate, coordinate, place, make determinations, develop concepts or interpretations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work under time pressure, work rapidly for long periods, and on several tasks at the same time.

II. DIFFICULTY OF WORK:

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

III. RESPONSIBILITY:

Incumbent's duties have a significant impact on overall departmental performance, with actions based on interpreting and recommending objectives, programs, and operations. Work assignments are generally planned in advance and unusual problems are anticipated in terms of departmental policies. Work is reviewed for attainment of objectives, adherence to guidelines, compliance with legal requirements, and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, local and state agencies, County Commissioners, and the public for exchanging information, instructing, negotiating, and rendering service.

Incumbent reports directly to County Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, reaching, crouching/kneeling, bending at waist, fingering objects, keyboarding, close/far vision, depth perception, speaking clearly, and hearing sounds/communication.

VI. OTHER:

The Mapping Director position is an appointive position of the Commissioners. Specific job duties and job requirements are established at the discretion of the Commissioners. A person appointed to the Mapping Director position serves at the pleasure of the Commissioners and may be terminated by the Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director for the Montgomery County Mapping Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name