

ASSISTANT CARTOGRAPHER

NATURE OF WORK

This is responsible professional work in the creation and production of geographic and cartographic visual aids.

Work involves designing and producing a variety of maps, charts, diagrams, graphs and other visual materials. Work also includes responsibility for assisting student assistants in the operation and use of equipment and materials for photo-mechanical reproduction. Assignments are received in the form of oral and written instructions, sketches and base layouts. Work is performed under the general supervision of the Cartographer and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Designs and produces a variety of visual aids, in particular, maps, diagrams, charts and graphs for instructional, research and publication purposes; discusses requirements with clients and determines the appropriate medium in consultation with the Cartographer.

Operates and maintains a variety of photo-mechanical equipment including a process camera, platemaker, vacuum frame, UV light source, photographic enlarger, ozalid machine and photo-typesetter; operates electronic computer mapping equipment; prepares line drawings and photographic reproductions including line-shots and half-tones.

Assists the Cartographer in the daily operations of the cartographic laboratory and participates in the training and supervision of students in the operation and use of the equipment and materials.

Analyzes collected demographic and geographic data utilizing statistical techniques; compiles, processes and prepares data for cartographic presentation.

Performs maintenance and minor repairs to equipment; maintains records of work completed and materials used.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the preparation of maps and cartographic-related drawings; graduation with a degree from a four-year college or university with major course work in geography or cartography, preferably supplemented by courses work in statistics, calculus, perceptual psychology and graphic

design; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the terminology, methods, practices and techniques of geographical mapping and cartography.

Knowledge of the application of spatial data to the production of maps.

Knowledge of the principles and methods of black and white and colour map preparation and reproduction.

Knowledge of the principles and methods of photography and reprographics.

Ability to instruct and assist students in the operation of cartographic equipment in practical work situations.

Ability to reduce, interpret and apply field collected data in the production of complex maps and drawings.

Ability to understand and follow complex oral and written instructions and base layouts.

Ability to establish and maintain effective working relationships with faculty, staff and students.

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