



## Position Description

<b>Position Title:</b>	Mapping Specialist	<b>Date:</b>	1-26-11
<b>Reports To:</b>	Processing Manager		
<b>Division:</b>	Hudson Crop		
<b>Location:</b>	Overland Park, KS		

### Summary:

The Mapping Specialist provides quality customer service by training and assisting agents with the use of the Hudson Mapping System. This position promotes the benefits of mapping for crop insurance by training agents/staff on how to create maps for policies, the creation of map-based reports, and working to ensure Hudson Insurance and its agents meet the Common Land Unit (CLU) reporting requirements of the Risk Management Agency (RMA).

The ideal candidate is an organized, customer service orientated, energetic team player, as well as a hands-on worker with excellent communication skills who can work effectively and efficiently in a fast paced environment. The Mapping Specialist needs to serve as a technical resource for the processing office, advisors and agents as well as other company employees and affiliates. The ideal candidate has working knowledge of mapping software as well as basic crop insurance knowledge and must be able to provide assistance and limited training to system users. As a mapping specialist, the successful candidate will be responsible for creating or assisting with the creation of maps for insurance policies on behalf of Hudson Crop and its agents.

### Essential Duties:

- Create maps for agencies using the Hudson Mapping System.
- Be a resource to Hudson Crop employees and its agents by providing training / technical assistance to agents on creating and printing maps for their policyholders.
- Basic understanding of the various data sets, terminology and information used in the mapping system and how they are used in the creation of maps (Public Land Survey Systems, Imagery, Common Land Unit, Farm Serial Numbers, Fields, etc.)
- Works to have a basic understanding of crop insurance processing reporting requirements and how mapping is used in conjunction with those.
- Work to have a basic understanding of the Common Information System (CIMS) and how its data is used in conjunction with the Hudson Mapping System.

### Job Requirements:

**Skills and Abilities:** Technically inclined self-starter with the ability to work both independently and as part of a team. Possess the ability to manage multiple priorities effectively. Have excellent verbal and written communication skills, as well as excellent organizational skills and the ability to meet deadlines. Possess the ability to adapt and flourish in a small crop insurance company moving and growing at a fast pace with enthusiasm, a sense of humor and desire. Apply a positive customer service attitude in all aspects of work. Perform under deadlines, which are subject to change and have short time constraints. Maintain a valid driver's license and good driving record.

#### **Relationships:**

**Internal:** Daily contact with other company personnel including mail services, Human Resources, etc.

**External:** Develop a working relationship with the Processing Office, vendor programming technicians, Hudson advisors and agents, and other company representatives.

**Physical Demands:** The ability to lift up to 50 pounds and handle demands perspective to a general technical job such as typing, writing, carrying, kneeling, reaching, standing, walking, repetitive motion with hands and/or fingers, data entry, filing, sitting, stamping, stapling, and turning pages.

**Material Knowledge:** Computer print outs, incoming mail, purchase orders, invoices, files, processing reports, manuals and policies.

**Equipment Knowledge:** Computer, printer, copier, calculator, telephone and fax.

**Education: (Or Experience):** Broad knowledge of information technology with a background in customer service and/or training. An agricultural background with prior mapping or crop insurance experience preferred.

**Supervisory Responsibilities:** None