

GIS Coordinator

The City of Campbell River is seeking a full-time **GIS Coordinator**

Why Campbell River?

Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and street events to an active arts and culture community to year-round, world class recreational opportunities, the Campbell River lifestyle is unparalleled. We are 45 minutes from the top of Mt. Washington and just minutes from over 100 km of all level of mountain biking and hiking trails and are surrounded by ocean, rivers and lakes for sports fishing, kayaking, paddle boarding... and whale watching.

The job!

Reporting to the Information Technology Supervisor, you will be responsible for overseeing the day-to-day operations of the GIS function and team, for ensuring the City's GIS systems and data are managed efficiently, and for responding to the GIS informational needs of the City. In collaboration with the IT Supervisor and other departmental stakeholders, you will have a key role in developing, implementing and executing a GIS Strategic plan for the City of Campbell River. In this bargaining unit position, you will also be responsible for providing supervision and direction to the GIS team.

To be successful in this role, you will have:

- Bachelors' Degree in GIS, Computer Science, Geomatics, Geography, Engineering or a related field from a recognized post-secondary institution.
- Minimum of 5 years industry experience, largely focused on GIS and software applications **including** a minimum of 2 years at a coordinator level with supervisory experience within the last 7 years.
- Minimum of 3 years project management experience.
- Thorough knowledge of advanced geographic information concepts, systems and applications.
- Thorough knowledge of Geocortex Web Mapping framework, Geocortex Analytics, and ArcGIS Enterprise.
- Strong analytical, problem solving and decision making skills.
- Excellent leadership, interpersonal and communication skills.

The rewards!

The rate of pay for this permanent, full-time, CUPE bargaining unit position is **\$41.76 per hour** based on a 35-hour work week and includes a comprehensive benefits package.

Please see the attached document that lists all the necessary qualifications for this position. Please include verification of your education and certifications with your application.

This posting closes on Wednesday, May 26, 2021
Shortlisting of applicants will commence on May 19, 2021

Please send your resume with covering letter, quoting **Competition EXT-21-06-2** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.

GIS COORDINATOR

Approval Date: January 2021	Department: Information Technology	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Management Supervisor: Information Technology Manager		

General Accountability:

Purpose and Scope

Under the direction of the Information Technology Manager or Supervisory designate, the Geographic Information Systems (GIS) Coordinator ensures that GIS data and systems are managed as efficiently and cost effectively as possible. The GIS Coordinator oversees all aspects of GIS, is responsible for the maintenance of all city spatial data, software implementations, and development. The GIS coordinate is responsible for supervising and directing the work of GIS staff. This position is the specialist for the entire organization in all areas of GIS processes, data and software.

Nature and Scope of Work

- Under the direction of the Information Technology Manager or Supervisory designate the GIS Coordinator will develop, implement and execute a GIS strategic plan.
- Supervise, coordinate, schedule, direct and review the work of GIS staff.
- Provide guidance, technical leadership and assists in problem resolution.
- Manage all aspects of GIS architecture including but not limited to licensing, service configuration, security and performance monitoring.
- Integrate and design functionality to help automate processes between GIS and other municipal systems (ie Tempest), where appropriate.
- Document all business processes and standard operating procedures involving GIS and ensure all corporate reporting deadlines are met.
- Coordinate the work of project staff, including external consultants and liaise with internal City departments, Client Support and Technical Support staff.
- Identify and implement software (i.e. ArcGIS Pro) and hardware solutions in order to create, manage and share data.
- Identify and implement mobile and web GIS workflows.
- Coordinate system upgrades, application patches and service pack deployments.
- Provide complex GIS analysis.
- In conjunction with Information Technology Supervisory staff, assist with the development a GIS project budget.
- Provide guidance to City staff, as required, on product functions and features to meet customer and business objectives with emphasis on implementation and maintenance.
- Maintain and improve staff productivity through development of performance indicators, training materials and delivery for established applications and for new applications as a function of project delivery.
- Perform other related duties as required.

Necessary Qualifications

Knowledge:

- Thorough knowledge of the functions of the City departments and their requirements.
- Thorough knowledge of advanced geographic information concepts, systems and applications.
- Thorough knowledge of spatial database development, functionality and applications.
- Thorough knowledge of cloud-based geospatial delivery software.

- Thorough knowledge in the use of GIS analytical software.
- Thorough knowledge of asset and operations management software.
- Thorough knowledge of Geocortex web mapping framework.
- Thorough knowledge of Geocortex Analytics.
- Thorough knowledge of ArcGIS Enterprise.
- Thorough knowledge of MS architecture including IIS.
- Thorough knowledge of problem definition and solution escalation techniques.
- Thorough knowledge of software and computer techniques used for the maintenance of spatial data as related to departmental applications (e.g. ArcGIS).

Skills:

- Strong analytical, problem solving and decision making skills.
- Strong organizational and leadership skills.
- Strong verbal and written communication skills.
- Strong project management skills.
- Strong technical writing and interpersonal communication skills

Abilities:

- Ability to supervise and direct the work of others.
- Ability to interpret and translate technical issues into layperson's language, which can be understood and used effectively.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to learn and adapt to new and changing technology to meet the goals and objectives of clients and the organization.
- Ability to plan and prioritize operational, project tasks, perform under pressure and meet deadlines.
- Ability to analyze and evaluate data and information required for applications and develop logical solutions for assigned projects.
- Ability to perform advanced SQL queries against a Microsoft SQL Server database.
- Ability to effectively document systems and prepare documentation.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Bachelor's degree in GIS, Computer Science, Geomatics, Geography, Engineering or related discipline from a recognized post-secondary institution.

Training:

- Must possess and maintain a valid Class 5 driver's license as per City policy.

Experience:

- Minimum five (5) years industry experience, largely focused on GIS and software applications including a minimum of two (2) years at a coordinator level with supervisory experience within the last seven (7) years.
- Minimum three (3) years project management experience.

Preferred Criteria

- Post-graduate degree in GIS or related field.
- Familiarity with either AWS or Microsoft Azure cloud services, foundation-level certification in either technology preferred (Amazon Certified Cloud Practitioner, Microsoft Azure Fundamentals)
- Certificate in supervision or leadership.
- Experience working in a municipal environment