

## Geographic Information Systems (GIS) Coordinator

**Position Type:** Permanent, full-time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

**Location:** Municipal Office, Port Elgin, Ontario

**Salary:** \$69,170 to \$78,602 per year (depending on experience and qualifications)

### About the Town of Saugeen Shores:

Team Saugeen exists to keep our community safe, well-serviced, growing, and vibrant in ways that respect both everyone on the team and the public we serve. We win together.

At the Town, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. We work to ensure that we attract, recruit, and retain high quality talent to build a strong culture.

We constantly collaborate on initiatives to enhance equity and inclusion in the workplace, and in the services and programs delivered to residents.

### What we offer you:

- 10 paid personal days in addition to a generous number of vacation days per year
- Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan
- Enrollment in the OMERS pension plan
- A passion for investing in our workforce through continuous learning and development.

### About the Role:

We are searching for an analytical and motivated individual to join our team. As the **GIS Coordinator**, reporting to the Asset Management Supervisor, you are responsible for all GIS related work within the Town, this includes data management, map creation and updates, app building and maintenance, and spatial analysis for all departments. You will work closely with the Asset Management Coordinator to maintain long term data for planning and future development and provide detailed information on municipal assets as requested.

### Key Responsibilities:

- Administrator of GIS related software (Cityworks, Digsmart, IRIS, etc).
- Maintain and update ESRI Suite of Products (e.g. ArcGIS Pro/Desktop)
- Communicate with all departments to receive necessary data (e.g. as-builts).
- Coordinate data input received from field staff and external companies using advanced GIS technologies.
- Manage the inventory of municipal assets including all attribute information and spatial data.
- Assist with the integration of the Asset Management Plan (AMP) by providing technical information.
- Create custom maps and update maps as needed for all departments, Tourism and Business Improvement Associations, and external contractors.

- Digitize CAD drawings into GIS for department use to visualize the assets for reference, spatial design, reports, presentations, etc.
- Perform data analysis and provide results to various departments as requested.
- Provide numbers for use in various reports through querying, modelling, and analysis.
- Ensure data integrity using topology to analyze spatial relationships.
- Create models/scripts to increase efficiency in workflows and work processes. E.g. models to calculate replacement costs or conditions for Asset Management Plan.
- Build/create and maintain apps as needed for internal and external use.
- Remain aware of new app development opportunities and research applicable uses.
- Participate in GIS community activities.

### **Competencies and skills you bring to the role:**

- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Analytical:** You can collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Attention to Detail:** You attend to details and pursue quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- **Collaborative:** You exhibit strong interpersonal skills and are effective at building relationships, networking, facilitating, and collaborating with others.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Organizational Skills:** You are highly organized, and you can process detailed information effectively and consistently. You have demonstrated time management skills and the ability to set priorities and meet deadlines.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You respond to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

### **Education and Training:**

- Post-secondary degree or diploma in GIS, Geography, Business Administration, or related field.
- GIS certification is an asset.
- Formal training in ESRI (ArcGIS Pro and other related products).

### **Experience and Knowledge:**

- A minimum of one year of work-related experience.
- Knowledge of database management of spatial and related data
- Expertise in ESRI GIS software, specifically ArcGIS Pro
- Proficiency with Microsoft Office products, specifically Excel, Outlook, and Word.

- Working knowledge of Acts, Regulations, By-Laws including O.Reg 588/17 is an asset
- Excellent verbal and written communication skills.
- Excellent attention to detail and accuracy is critical as these are relied on for planning, executing projects, and for staff to know information and spatial location of assets.
- Ability to interact effectively at all levels and to develop effective working relationships.
- Ability to maintain confidentiality when required.
- Demonstrated time management skills, ability to set priorities and meet deadlines.

### **Application Process:**

If you're interested in joining our team, click the "Apply Now" link below to submit your application. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

### **[Apply Now!](#)**

**Application deadline:** July 18, 2024, at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*. The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.

Date posted: June 11, 2024