

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

## GIS Coordinator

Temporary, full-time position (13-month contract)

Salary: \$76,895.00 - \$96,114.00

Reporting to the Manager of GIS/Asset Management, you will collect and update GPS data for signs, bridges, road centrelines, culverts, catch basins, and various other municipal and County infrastructure to build and maintain GIS geodatabases for member municipalities and Northumberland County. You will respond to requests for data and maps from the public, consultants and municipal staff, create reports and thematic maps, provide technical expertise, as well as analyze, convert, import, and export data into and out of the GIS. The position will assist with the development and maintenance of multiple web-based mapping applications and mobile apps for staff and public access, provide GIS and mapping support and training to County Staff and member municipalities, provide supervision of assigned or subordinate staff, and assist with the implementation of asset management software.

### Qualifications & skills:

- You are a graduate of a geomatics or a GIS-related program with one to three years of experience or have a combination of relevant education and experience.
- Strong understanding of the importance of data collection standards and are proficient with ESRI ArcGIS suite of software, including ArcPro, ArcGIS Online and Collector for ArcGIS.
- Strong conceptual, analytical, financial, and problem-solving skills
- Familiarity with the Trimble GeoXH GPS handheld unit, Trimble Catalyst DA2 and Cityworks software is considered to be an asset.
- Demonstrated effective oral and written communication, strategic thinking, report writing and research skills
- Strong customer service skills
- Knowledge of Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Planning Act and associated By-Laws and Regulations

A valid Class G driver's license with a clean abstract. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

### What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

### What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

### How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 10, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.