City of Kingston

GIS Analyst

Job Number: J0925-0071

Bargaining Unit: Non-Union

Job Type: Regular, Full-time

Salary: $71,467.44 - $89,291.36/Year

Comprehensive Benefit Plan paid by employer
Defined Benefit Pension Plan-OMERS

Hours of Work: 35 hrs/week

Closing Date: September 23, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen·dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

GIS Analyst is responsible for designing, developing, integrating, and managing spatial data, applications and other products for City departments and community stakeholders; requiring expertise to architect spatial data, perform analysis and deploy applications for business improvement; completing professional work assignments in researching and analyzing operational processes and assessing business requirements, as well as leading projects and project teams.

This position is critical in the pursuit to improve data and information quality and business processes.

KEY DUTIES & RESPONSIBILITIES:

- Uses GIS and remote sensing technology to develop, maintain and ensure operations of critical geospatial business applications including researching, organizing, and implementing spatial data acquisition, transformation, creation, and maintenance processes in order to support departmental and corporate mission.

- Ensures quality control within GIS relational databases and visualization tools, through implementation of QA/QC procedures, the development of new standards and procedures, and performance monitoring to increase productivity and maintain successful customer service programs.

- Designs, tests and implements new data models and relational database systems and creates linkages between spatial and non-spatial data to meet customer operational and growth management needs.

- Contributes to project planning and control by estimating and planning specific tasks and providing guidance and technical support to staff to ensure all project and task timetables are kept up-to-date and provides status reports.

- Coordinates project teams and cross-functional groups to deliver new and ongoing initiatives.

- Liaises with customers, consultants, local municipalities and GIS vendors to ensure customer needs are met and provides advice and support to user community on GIS standards, models and applications.

Qualifications, Competencies

- Completion of a 3 year advanced diploma/degree in geography, cartography, computer science, geosciences or related field;
- 3 –5 years of related experience in a geographic information systems and/or information technology, involved in spatial process analysis and/or GIS applications development and end user application support;
- GIS Project Management preferred.
- GISP Certification preferred.

- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.

Skills, Abilities, Work Demands

- Thorough knowledge of GIS and cartographic principles and use of ESRI's Enterprise ArcGIS Software for developing databases, performing analysis and deploying web solutions.

- Knowledge of spatial data creation methods and techniques in 2D and 3D as well as spatial product delivery design and production.

- Thorough knowledge of data integration platforms (e.g. FME, Talend) and support for applications, transformation of data, and automating workflows.

- Knowledge of project management principles, tools and techniques to lead projects and teams.

- Working understanding of modern programming languages e.g. python, java script, .NET

- Knowledge and demonstrated ability in corporate core competencies including customer focus, communication, collaboration and personal ownership.

- Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers
Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.