



# ***GIS Systems Analyst***

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As GIS Analyst you will provide technical services required to support maintain and administer the Town's Geographic Information System (GIS). You will be responsible for updating the Town's many spatial data layers, making maps, customizing GIS applications, and manipulating data to serve a variety of purposes. The GIS Analyst will also work with various municipal departments, providing guidance on projects that would benefit the spatial data integration.

You will have a University Degree or College Diploma in Geographic Information Systems, Engineering, Land Surveying, Geography or Urban Planning. Advanced knowledge of ESRI products is essential along with one-year minimum experience working in a government setting, preferably at the municipal level.

Compensation includes an annual salary of \$62,868-\$75,426 and comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected  
community of choice***

The deadline for receiving application is 12:00 Noon on **Wednesday April 24, 2019**. [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

# Geographic Information System Analyst

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**Department:** Community Services

**Division:** Digital Services

**Reports to:** Manager, Digital Services

## Position Objective

The GIS Analyst will provide technical services required to support the operation and utilization of the Geographic Information System. Services will also be required to support both internal and external stakeholders; providing data maintenance and integration, map production, and technical guidance to Town Departments, citizens and businesses in a timely and customer-focused manner are all key responsibilities of this position.

## Duties & Responsibilities

1. Develop, coordinate, manage and supervise the Geographical Information System (GIS) database operation.
2. Provide advanced technical support and direction regarding the development, enhancement and maintenance of the Town of Fort Erie's GIS systems and services.
3. Develop policies, procedures and standards for verification of GIS system quality maintenance, operations, services and input and /or collection of field data.
4. Continually update existing data and assist Town departments in the collection and distribution of GIS data.
5. Research and establish equipment and supply requirements to ensure hardware, software and licensing is compatible for all agencies; cooperate in selecting, purchasing, installing, and maintaining GIS related hardware and software.
6. Coordinate regular and frequent contacts with internal departments and external agencies as required in the development, operation and objectives of the GIS.
7. Assist Manager, Digital Services with GIS governance including data standards, structure and staff access to spatial information; promote the use of GIS by all Town staff; assist with integrating spatial information into corporate workflow processes.

## Education & Experience

- University Degree or College Diploma in Geographic Information Systems, Engineering, Land Surveying, Geography or Urban Planning

## Knowledge

- Applied, technical knowledge of:
  - GIS,
  - Databases

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- AutoCad,
- Remote Sensing,
- Word processing,
- Desktop publishing,
- Spreadsheets.
- Excellent understanding of GIS concepts and software including a strong knowledge of:
  - ESRI ArcGIS products and Extensions.
    - ArcMap
    - ArcGIS Online
    - ArcGis Pro
  - Remote Sensing Software
- A general understanding of programming languages, specifically Python and SQL, as applied to ESRI integration and scripting.
- Knowledge of data collection methods, including experience in Drone technology
- Familiarity with Land Parcel and infrastructure-based GIS data maintenance
- Applied, technical knowledge of associated computer hardware and software, including large format printers, document scanner and digital cameras
- Applied knowledge of web-based GIS technologies
- General knowledge of public relations/customer service
- General knowledge of government structure, protocol, procedures, budgeting and funding
- General knowledge of routine office procedures, practices and equipment
- General knowledge of project management

## Skills & Ability

- Ability to;
  - assess the importance and quality of information
  - instruct others
  - monitor and review information and systems
  - think creatively
  - work independently and as the member of a team
- Analytical/critical thinking skills
- Customer service skills
- Leadership & effective communication skills
- Ability to work independently and in a team setting

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- Data entry skills
- Effective communication skills
- Organization, excellent time management and planning skills
- Anticipate and solve problems
- Research skills

## Supervision

N/A

## Work Demands

- Considerable visual attention of long duration
- Extended periods of sitting
- Frequent interaction with internal contacts throughout entire organization to exchange routine information and ensure understanding via in-person contact and correspondence
- Occasional contacts with external vendors, suppliers
- Shared space in a standard office environment
- Some duties are repetitive and related; works with standard instructions and procedures as guides; problems are referred to supervisor
- Errors in judgment or interpretation may result in loss or corruption of corporate data; damage or loss of corporate equipment; lost productivity across multiple functional areas; increased cost; inconvenience to users and the public; poor perception by public; and safety hazards
- Occasional outdoor work
- Work with confidential information
- Frequent deadlines, irregular schedules, excessive interruptions

## Position History

This is a new position made effective March 25, 2019 as outlined in the 2019 Operational budget.

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Chief Administrative Officer

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Date