



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **GIS Coordinator** **Full Time Permanent Position**

Under the direction of the Manager, Planning & Development, this position is responsible for the overall management of the County's Geographical Information System. This includes systems, database and process development to ensure the system is a reliable source of information for County operations and decision making. The position also provides custom mapping analysis and production support for all County departments.

### **Responsibilities:**

#### **Creation & Maintenance of Geographic Information**

- Conduct research and data collection; interpret plans, photos and maps.
- Input, edit and verify data to the GIS system; prepare and maintain a variety of base and specialty maps, records and reports related to Municipal Government.
- Develop and maintain systems to integrate new and existing databases; meet with County user groups to determine needs and direction of projects; collect and analyze information as needed.
- Organize and implement datasets for specific projects based on departmental needs.
- Assist and work with staff in various departments to define needs and develop solutions for mapping GIS applications, software requirements and training.
- Perform spatial and attribute data processing including; data capture, cleaning, transformation, data analysis, reporting and mapping.
- Manage the acquisition and distribution of digital data and mapping for internal and external customers by performing quality control checks on mapping and data supplied to the County by consultants.
- Provide support for plotting and electronic file submissions.
- Train and assist users; develop and update user guides and tutorials for use by Lac La Biche County staff to ensure consistency of products and adherence to quality standards.
- Communicate with County departments and outside organizations to coordinate activities, exchange information, receive requests and resolve questions or concerns; act as liaison between vendors, committees, departments, internal divisions and outside agencies.

#### **Custom Mapping and Data Analysis**

- Create and plot custom maps upon request
- Prepare mapping projects for various departments as required.
- Use advance software to analysis of multiple data sources in the production of materials that support County operating initiatives and or enhance decision making.

#### **Administration**

- System documentation including meta data and system flowcharts
- System policy procedure documentation
- Track and report custom mapping requests

- Create documentation, demonstrations and presentations to support projects and decision making for various County departments

## **Qualifications:**

- University degree or diploma in Geomatics or Geographic Information Systems
- Two years of experience working with geographic information systems. Other combinations of experience and education may be considered;
- Experience in project management would be an asset.
- Knowledge applying GIS in a municipal environment
- Technical knowledge of industry GIS software applications.
- Technical knowledge of spatial database design and management
- Strong knowledge of datum's, projections and file conversions.
- Knowledge and experience using Computer Aided Design and Drafting software would be considered and asset.
- Proficient in reading municipal maps manually and electronically.
- Proficient in MS Office, internet and other computer software programs.
- Possess a high level of integrity and confidentiality.
- Ability to process a high volume of information accurately within rigid deadlines.
- Self-starter with the ability to work independently and in a team environment.
- Ability to function in a high stress environment, under substantial time pressures,
- Strong time management, planning and organization skills with attention to detail, and follow through.
- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County.

### **Salary range: \$72,490.60 to \$93,821.00**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 06-GC-19
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.