



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

GIS Technician **Full-Time Permanent Position**

Reporting to the Senior Manager, the GIS Technician will support the ongoing data entries, surveys, maintenance and dissemination of data and applications in the GIS environment. The GIS Technician will work with various municipal departments to ensure that their needs for GIS Information are met.

This position is responsible for upgrading the various geospatial database, making maps, customizing the geographic information systems (GIS) applications, and manipulate data to serve a variety of purposes. GIS technicians must have good attention to details. They also need to have superb written and oral communication skills for creating and presenting data reports and training other people how to use GIS technology. They may also need to work on GIS programming. This position also requires Survey use specialized instruments knowledge to measure distances and features along the earth's surface, projections and datums.

Responsibilities:

Creation and Maintenance of Geographic Information System

- Input, edit and verify data to the GIS system; prepare and maintain a variety of maps, records and reports related to Municipal Government.
- Gathering, entering, and analyzing data, including manipulating data and cleaning up data sources, generating maps and charts
- Create, develop, and maintain databases.
- Develop computer software regimes to customize geographical information.
- Compile spatial data sets for a variety of sources, including land information, civic addresses, infrastructure networks, census data, Global Positioning System (GPS) data, field observations, aerial imagery, and environmental monitoring data.
- Prepare reports of geographical statistics based on spatial data.
- Geocoding and reverse geocoding.
- Cataloguing datasets and their metadata

Other functions:

- Create, maintain and deliver GIS maps, Survey data, Location plans with legal descriptions and other required data as required.
- Liaise with County staff for their project requirements and needs.
- Close contact with P&D, Project team, Public works and other departments.
- Communicate with all stakeholders to understand their needs.
- Use maps and data sets for spatial analysis.
- Analyze data sets for daily decision-making procedures
- Data conversion and datum/projections transformations.
- Providing training to staff

Qualifications:

- Minimum two-year technical diploma in geomatics, geographic information system, civil engineering, geography. Other relevant/equivalent education and experience may be considered.
- Must have a minimum of one (1) years related GIS experience, preferably in local government.
- Must be proficient in Microsoft Office applications;
- Class 5 Driver's License.
- Experience in a Municipal Government environment a definite asset;
- Understanding of Planning and Development, Public Works operations an asset, i.e. road construction, resource recovery, water and sewer; civic addressing, permits, ASPs, Subdivision applications, etc.
- Familiar with Alberta's Township system and Land Titles.
- Familiar with civic addressing standards and routing.
- Ability to handle public concerns in a professional manner;
- Strong inter-personal, written and computer skills using MS Excel, Word, PowerPoint, MS Outlook, Adobe Acrobat;
- Preferred software skills include: Intergraph's GeoMedia; Bentley's MicroStation, Piney Bowes MapInfo, Autodesk AutoCAD Map/Civil, SAFE FME, Blue Marble Geographic, ESRI ArcGIS, SQL Server/Oracle Server geodatabase, Web map application, Survey instruments-GPS.
- Experience with other GIS or CAD software and mobile GIS applications would be considered as an asset.
- Ability to work efficiently, effectively and independently in a team environment;
- Demonstrate initiative with diplomacy.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County.

Salary range is \$65,046.80 to \$84,156.80 annually

- 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: 29-GT-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@laclabichecounty.com

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