

County of Peterborough Job Description

Position:	GIS Analyst	Position ID:	0113
		Bargaining Unit:	Local 1306
Department:	Planning	Salary Grade:	
Reports to:	Manager of GIS	Date:	March 2020

This job description is: New Existing Revised Rescinded

Job Summary:

Under the direction of the Manager of GIS and using established standards and specifications, the GIS Analyst assists in the development and maintenance of the County Geographic Information System (GIS) and provides technical GIS expertise to internal and external stakeholders. The GIS Analyst is responsible for spatial and attribute data and database maintenance; web-GIS support; GPS work tasks; 9-1-1 Emergency Data Information tasks; the creation of project based GIS deliverables as required; cartographic visualization; and assists in the research, development, design and implementation of the corporate Geographic Information System.

Duties and Key Responsibilities:

Spatial and Attribute Data & Database Maintenance

65%

- Coordinate, maintain and update road network data for 9-1-1, civic addressing and infrastructure / asset management purposes.
- Maintain and update parcel fabric, Official Plan, zoning by-law, infrastructure and asset management data sets.
- Create geographic data by interpreting and digitizing from existing maps, plans, and orthophotos and by transforming existing digital spatial data.
- Maintain and expand internal and third-party databases in the County's GIS based on new or revised information from a variety of sources, including other departments, municipalities, local agencies, provincial or federal government.
- Provide GIS support services to County and external organizations and individuals, as required, including data maintenance, technical training and advice.
- Create or modify queries, forms, reports, SQL statements, data models and custom code, as required.
- Manage and share data with outside agencies, as required and permitted by license.
- Input and maintain current metadata records for internally maintained datasets.

9-1-1 Emergency Data Responsibilities; Web-GIS Maintenance; GPS Responsibilities **15%**

The following Key Responsibility functions may be assigned to a specific GIS Analyst or the work may be performed by each employee.

9-1-1 Emergency Data Information Responsibilities

- Act as lead point of contact for emergency service data creation, maintenance & map production.
- Distribute updated geographic & attribute data to emergency services providers (Police, Fire, Ambulance) dispatchers and Bell.
- Coordinate with Local Municipalities to review proposals and provide advice and/or recommendations on 9-1-1 dispatch datasets.
- Provide mapping support to emergency management operations.

Web-GIS Support

- Prepare & update web-GIS datasets for access by municipal staff and the public, regularly.
- Support the maintenance and modification of the web-GIS environment and development new web-based tools, as required.
- Assist stakeholders with basic information and training related to the web-GIS.
- Troubleshoot problems with web-GIS and user questions, as required.

GPS Responsibilities

- Coordinate and capture GPS data and integrate it into the enterprise GIS.
- Work with field staff to confirm the accuracy of captured GPS data.
- Train and provide technical support to GPS field staff.
- Create clear and complete field records using digital or traditional methods, as directed.

Spatial Analysis and Systems Development **10%**

- Interpret user needs, data availability & technology to deliver accurate and reliable analytical results to support decision-making.
- Implement and maintain quality assurance, quality control, and data integrity of GIS standards, in accordance with corporate standards, policies, procedures, and specifications.
- Develop and maintain documentation of processes and procedures.

Cartographic Visualization

10%

- Prepare map and data products for departments, the public and other organizations, as directed.
- Design and prepare custom maps, graphics, and presentation material to fulfill specified needs, as required.

Supervisory Responsibilities:

This position does not supervise others.

Job Specifications:

- Three years of practical work experience, preferably in a municipal environment
- College diploma in Geomatics or related field
- Current technical and software knowledge and skills
- Ability and experience to prepare and edit scripting codes (programming)
- Ability to be attentive to detail and ensure accuracy
- Excellent analytical and problem solving and time management skills
- Excellent design skills for creating effective and attractive maps and related products
- Good oral and written communication skills
- Good interpersonal skills and the ability to communicate complex and technical information to a non-technical audience
- Ability to work independently and in a group
- Good customer service skills
- Valid Ontario driver's license an asset
- In accordance with County policy, this position requires that you provide a Criminal Record Check that is acceptable to the County as a condition of employment.
- GIS Professional (GISP) certification by the GIS Certification Institute is an asset.

Key Performance Competencies:

- Ability to maintain up-to-date technical skills amid changing software and technology.
- Proficiency using up-to-date GIS software (Esri suite) for building, maintaining, and analyzing data, and developing and maintaining scripting routines.
- Web-GIS ability using up-to-date software technology (such as ArcGIS Server, ArcGIS Online, Geocortex) for moving GIS data and functionality to the Internet.
- Computer-Aided Drafting proficiency using up-to-date software technology (such as AutoCAD Map) for digital mapping of parcel fabric, and other geographic features.
- Database Management: SQL Server Spatial Database, Microsoft Access for building, maintaining, and analyzing attribute databases for geographic features.

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- Programming: Python, SQL; experience with XML and VBScript is an asset.
- Train & support staff at the County, local municipalities, partner agencies, and the public in the use and growth of GIS technologies.
- Communication and interpersonal skills to discuss complex information with courtesy and tact.
- Use and management of some reasonably confidential data and information.
- Mental and visual effort to formulate ideas and input data.
- Fine motor skills required for entering, up-dating and drafting GIS data.

Working Conditions:

- Works in an office environment plus travels and conducts fieldwork throughout Peterborough County.
- Works alone making decisions on technical approaches and methodology with supervision primarily on new or unusual matters.
- Fine motor skills are required.
- Long periods of sitting.
- Works under tight deadlines, as required.
- Travel to Township offices and job sites, as required.
- Travel to seminars/workshops, as required.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Department Head/Superintendent

Date

Signature of Chief Administrative Officer

Date