

GIS Analyst/Administrator at City of Greater Sudbury, Ontario, Canada

Job description

Employment Opportunity Notice

EO17-437

The City of Greater Sudbury requires a GIS Analyst/Administrator

Reporting Location: 199 Larch Street

Seniority Level

Mid-Senior level

Industry

- Government Administration

Employment Type

Full-time

Job Functions

- Analyst
- Information Technology

Permanent Position

70 Hours Bi-Weekly

Start Date to Follow Selection Process

The Software and Business Applications Section, Information Technology Division, Corporate Services Department of the City of Greater Sudbury, requires a GIS Analyst/Administrator. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$40.99 to \$49.37 per hour.

Qualifications:

- University degree in Computer Science, Geomatics or related discipline.

- Additional courses or certification in Oracle database administration, ESRI ArcGIS desktop and server software, and related programming languages an asset.
- Over two and one half (2½) years up to and including five (5) years of related experience in a senior systems capacity working in a GIS environment with database systems such as Oracle or MS-SQL and with GIS systems such as ESRI's ArcGIS software and related programming languages.
- Excellent knowledge of GIS methodologies and technology.
- Sound knowledge of application development and systems analysis principles.
- Sound knowledge of database administration methodologies.
- Experience with project management methodologies.
- Effective communication skills.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Duties: Under the General Supervision of the Manager of Software and Business Applications:

1. Co-ordinates the development and maintenance of a corporate Geographic Information System (GIS), related software, spatial datasets and related technology including but not limited to ESRI's ArcGIS desktop and server software.
2. Undertake the analysis and study of GIS (including the preparation of management reports, external verification checks, audit trail procedures and programming specifications) based on user requirements and corporate objectives.
3. Lead, co-ordinate and facilitate multiple information technology projects and process improvement initiatives related to enhancement of CGS's GIS.
4. Responsible for project management phases of assigned information technology projects including, but not limited to, delivering required products for each project, monitoring time and cost for agreed tolerances, guiding project teams, recommending and updating project plans with actual and forecasts, facilitating project risk reviews, reporting to respective stakeholders, etc.

5. Act as database administrator for all GIS related processes and projects in consultation Information Technology database administrators.
6. Analyses spatial data for quality control and quality assurance purposes to meet industry and corporate standards.
7. Maintains awareness of current and emerging GIS technologies.
8. Provide technical direction to Information Technology staff for related GIS technology and processes.
9. Escalate unresolved issues and recommend project budgets and expenditures to the Manager of Software and Business Applications as required.
10. Respond to user requests for assistance. Investigate the issues, evaluate and analyze possible solutions.
11. Develop documentation, training courses and perform client training of new and planned systems and/or applications.
12. Assist in all aspects of planning and development with respect to Information Technology.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **Thursday, September 21st, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-437**) on your resume.

TO APPLY (IMPORTANT)

Please do not send your cover letter/resume as a link; it must be attached directly to the email as a .pdf or Word document.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.

About City of Greater Sudbury

The City of Greater Sudbury is a growing, world-class community bringing talent, technology and a great northern lifestyle together. Residents have access to all of the amenities found in large, urban centres, coupled with untouched natural beauty and several provincial parks nearby. Be part of a dynamic and diverse regional capital and the service hub for 550,000 residents in Northeastern Ontario. Greater Sudbury is a community focused on technology, tourism, education, government and health services. With a population of over 158,000 and a booming economy, Greater Sudbury is a warm and welcoming community. City of Greater Sudbury employees are key players in providing excellent municipal services for all residents of the city. We strive to provide an environment which enhances the health and safety of our citizens, promotes personal and economic growth, and protects the physical environment in our community. Together, employees work to make a difference. We offer competitive wages a comprehensive benefit plan, opportunities for advancement, training and educational opportunities and many more services to our employees. A short commute between work and home. Urban and rural affordable housing options. Numerous lakes and parks, as well as a vibrant urban centre. Join our team for a challenging and rewarding career in a friendly environment!