



POSTING

GIS System Administrator
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Our team is passionate about providing excellent customer service to the residents we serve. We encourage learning and development and believe in a respectful, team-based workplace that is effective and welcoming. Plus, we like to have fun while accomplishing great things for our Residents!*

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a GIS System Administrator? *You are trained in the field of GIS and have experience using GIS to manage land, infrastructure, and asset data. You are organized and bring a positive approach to challenges. You collaborate well with colleagues from other departments to achieve corporate goals. You take pride in providing excellent customer service in all facets of your job. If this sounds like you, apply today!*

Loyalist Township invites applications for this permanent full-time position, which is covered by the CUPE Local 2150 Collective Agreement. A detailed job description is below.

File No: 2021-42 GIS System Administrator
Hours: 35 per week
Hourly Rate: \$32.78 per hour (2021)
Closing: October 17th, 2021, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: GIS SYSTEM ADMINISTRATOR

DEPARTMENT: CORPORATE SERVICES, INFORMATION TECHNOLOGY DIVISION

REPORTS TO: MANAGER OF INFORMATION TECHNOLOGY

CATEGORY: PERMANENT FULL-TIME

UPDATED: NEW SEPTEMBER 2021

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan by ensuring there is a robust GIS plan and system for the Township, that aligns well with other municipalities in the Lennox and Addington County area. The incumbent is responsible to provide advanced GIS technical services with a focus on application development, integration, and maintenance. The GIS System Administrator updates and maintains the GIS Strategy. This position includes all GIS Technician responsibilities and assists in all aspects of the Township's GIS utilization by coordinating and collaborating on GIS work with various department/division users.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- Post graduate diploma in GIS (Geographic Information Systems).
- A combination of related formal technical training with a post-secondary education in Geomatics, Geography, Land use Planning, or Engineering from a recognized technical institute or university or an approved GIS-related field.
- Experience using GIS to manage land or municipal physical infrastructure related data, preferably in a municipal setting.
- Minimum three years of advanced technical experience including application management, administration, and maintenance in GIS systems (ESRI existing system preferred).
- Configuration and integration experience with geo-locational, web and mobile applications and technologies.
- Experience planning for advancements in GIS and/or developing a GIS strategy is an asset.
- An equivalent combination of education and experience will be considered.

- Must possess and maintain a valid Ontario Class “G” driver’s license and have access to a dependable personal vehicle for work use.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficient in the use of AutoCAD, Geocortex, and MS OFFICE Suite including Microsoft SQL.
- Technical experience with application and information technologies in use at Loyalist Township (SQL Spatial, Python, FME, Arc Portal, Arc Pro, and Arc Online).
- Good analytical and critical thinking skills to evaluate options and make decisions.
- Strong written communication skills, with the ability to be concise and accurate while documenting processes and writing reports and other official documents.
- Excellent interpersonal skills that foster positive working relationships with those in need of GIS support, with the ability to de-escalate frustration when needed.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Demonstrated ability to independently manage projects as assigned with minimal supervision.
- Highly self-motivated with an ability to stay current with emerging change in GIS technology and its application in the workplace.

KEY RESPONSIBILITIES:

- Responsible for updates and implementation of the GIS Strategic Plan.
- Maintain the GIS software platform, including installation, upgrade, maintenance and performance monitoring of core server, database, desktop and IMS programs (including ArcSDE and ArcGIS Server)
- Work across departments/divisions to investigate business processes for inefficiencies, analyze new strategies and recommend optional solutions for the implementation and modification of system.
- Develop tools and applications to automate processes, support user needs and training, and provide open public access to municipal information.
- Responsible for application security and the setting up of new users.
- Responsible for the design, creation and management of the corporate GIS spatial databases, adhering to corporate and best practice standards
- Implementation and integration of Internet Mapping Services (IMS), WEB applications and Mobile technologies.
- Provide delivery of GIS services including geo-locational information, remote sensing, visualization, modelling and custom analytics.

- Create thorough documentation of system set-up, business workflows and procedures.
- Act as technical mentor and guide to other GIS resources within the corporation.
- Provide technical support as part of the Townships' GIS Emergency Response Plan.
- Respond to inquiries and requests from internal and external stakeholders and ensure resolution of errors and resident concerns.
- Provide technical assistance and support to the IT Manager.
- The GIS System Administrator will recommend course of action for implementation of GIS changes to the Manager of IT.
- Maintain internal GIS web hosting server and software.
- Serve on any tangible capital asset committee, to ensure GIS functionality with such software is properly considered and maintained appropriately.
- Establish and maintain contacts with outside GIS contacts and user groups.
- Recommend and implement the selection of appropriate hardware/software for GIS activities such as servers, and GIS products.
- Monitor the proposed and actual GIS acquisitions of other departments to ensure compliance with the GIS Strategic Plan and report any circumstances of non-compliance.
- Analyze and resolve GIS system problems.
- Assist the Manager of IT with budget planning as needed.
- Plan, design and deliver GIS training for staff.
- Remain current with GIS trends, update education/training.

WORKING RELATIONSHIPS:

Internal

Daily communication with staff and any other team members requiring GIS support.

External

Regular liaisons with other GIS partners in the Lennox and Addington County area, and in the larger municipal sector.

Occasional contacts with outside vendors and training organizations.

WORKING CONDITIONS:

Normal office environment working conditions apply. Occasional exposure to hazards typically found in server rooms and other IT back-end areas. Required to wear appropriate safety clothing and footwear and other PPE as required. May be seated for long periods (3-4 hours). Work hours are equal to a 35-hour week. Some flexibility is required to accommodate evening/weekend off-hours GIS/IT projects.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.