

Employment Opportunity			
Position Title	GIS TECHNICIAN		
Department	INFORMATION SERVICES	Reporting To	INFORMATION SERVICES MANAGER
Level / Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Casual	Closing Date	MARCH 30, 2018

Position Summary

This position provides operational support and technical work relevant to the Town of Drayton Valley's geographic information system (GIS). The position is responsible for ongoing maintenance of Enterprise GIS and distribution of GIS data in printed and electronic formats. The GIS Technician captures and maintains spatial data, responds to departmental and public requests for information, and collects and processes GPS data.

Primary Responsibilities

Responsibilities include, but are not limited to:

- Maintain and enhance the municipal mapping inventory and GIS-related data using ArcGIS Enterprise version 10.5 or later (ArcGIS Desktop, Server, Portal, Online).
- Analyze and edit spatial data to verify the integrity and accuracy of data based on plans, sketches, AutoCAD files and notes from field personnel.
- Prepare standard and custom maps following established cartographic principles; using appropriate symbology and classification methods.
- Print large maps using a plotter, keep track of supplies and minimize waste.
- Provide support, generate reports and products from geographic databases as required to Town departments and outside agencies.
- Develop and document procedures and standards for data collection and integration, as well as methods to reduce duplication and data entry errors in cooperation with all departments.
- Implement ArcGIS Collector for the automatization of data capture.

- Collect and process GPS data with the use of Trimble handheld GPS equipment and obtain sub-foot accuracy and integrate acquired field data into GIS.
- Support the operations of corporate map services and Town Council (including GIS web applications).
- Ensure integration and compatibility with other IT system databases, programs, and initiatives, including the integration of GIS to asset management system.
- Develop database queries, application scripts and customized routines of varying complexity.
- Capture and update the geometry and attribute values of GIS data from source documents and external data repository websites (SPIN 2, AltaLIS, AbaData).
- Provide training, presentations, and technical support to GIS users on system capabilities, procedures and standards.
- Respond to service requests in a timely fashion.
- Perform other duties as assigned.

Decision Making Role

Works under general direction and guidance of the Information Services Manager. A moderate degree of independence of actions within the position is required.

Major Inter-Personal Contacts

Contact with other employees and some outside clients involving verbal communication, discussion, meetings and presentations.

Supervision

This is a non-supervisory role.

Qualifications

- Minimum a 2 year diploma in geomatics or geographic information systems technology from a recognized institution, or a suitable combination of education and experience.
- Minimum 1 year experience in related field, preferably in a Municipal setting.
- Thorough knowledge of cartographic concepts, design and layouts.
- Strong database management and analysis skills.

- Solid interpersonal and customer service skills with a positive and approachable attitude
- Excellent telephone etiquette and written/verbal communication skills.
- Highly organized with a strong ability to meet tight deadlines.
- Excellent working knowledge of ArcGIS Enterprise.
- Computer competency in Windows applications – Microsoft Word, Excel, Access, Outlook, network systems, and Acrobat PDF.
- A Clear Criminal Record Check and a valid class 5 Driver's license are required.

Salary / Benefits

The Town of Drayton Valley offers competitive compensation and benefits commensurate with education and experience.

Additional Information

Please submit a cover letter outlining your skills and experience along with your resume in confidence to:

Human Resources
Town of Drayton Valley
Box 6837
Drayton Valley, AB, T7A 1A1
Fax: (780)542-5753
Email: personnel@draytonvalley.ca

Deadline to apply is no later than 4:30 pm on Friday, March 30, 2018.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.