



POSITION VACANCY

Call Number:	2022 - 04
Position:	GIS Administrator
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
2021 Salary Range:	\$73,762 to \$92,203
Date Posted:	January 14, 2022
Closing Date:	January 28, 2022 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, January 28, 2022**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Finance – Information Systems

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: GIS Administrator

POSITION SUMMARY: To provide advanced GIS technical services with a focus on GIS systems administration, application development, integration and maintenance; and to assist in all aspects of the City's Information Systems.

RESPONSIBLE TO: Manager of GIS Services

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Maintain the GIS software platform, including installation, upgrade, maintenance and performance monitoring of core server, database, desktop and web mapping applications (including ArcGIS Enterprise)
2. Work across departments to; investigate business processes for inefficiencies, analyze new strategies and recommend optional solutions for the implementation and modification of system technologies
3. Development of GIS tools and applications to automate processes, support user needs and training, and provide open public access to municipal information
4. GIS application security and the setting up of new users
5. Design, creation and management of the corporate GIS spatial databases, adhering to corporate and best practice standards
6. Implementation and integration web services, mapping applications and mobile technologies
7. Provide delivery of GIS services including geo-locational information, remote sensing, visualization, modelling and custom analytics
8. Create thorough documentation of system set-up, business workflows and procedures
9. Act as a technical mentor and provide guidance to other GIS resources within the corporation

10. Provide technical support as part of the City's "Municipal Support Group". Comply with the GIS Emergency Response Plan and adherence to the Emergency Management Ontario requirements and certification
11. Respond to inquiries and requests from internal and external clients and ensure resolution of errors and resident concerns
12. Provide technical assistance and support to the Manager of GIS Services

POSITION REQUIREMENTS:

Minimum is a post-graduate diploma in GIS (Geographic Information Systems) with a post-secondary education in Geomatics or an approved GIS related field

Minimum is three (3) years of advanced technical competence including application management, administration and maintenance in GIS systems (existing Niagara Falls system preferred)

Technical competence and understanding with application and information technologies in use at Niagara Falls (ArcGIS Enterprise, ArcGIS Pro, ArcGIS Online, SQL Server, Python, ArcGIS Javascript API, FME)

Configuration and integration experience with geo-locational, web and mobile applications and technologies

Eligible or pre-certified in Basic Emergency Management for Ontario

Valid class G drivers licence for the province of Ontario

Strong interpersonal and project management skills

Last revised: January 12, 2022