



Employment Opportunity Data Management Clerk

This position is responsible for providing organization wide support by maintaining spatial asset and data inventory.

Responsibilities:

- Support Finance Dept. in the development of overall financial plans through the analytical interpretation of data
- Assist with data storage and security of statistical and locational information related to 10-year capital planning
- Support Infrastructure Services in tracking all assets including underground infrastructure and workflow process documentation
- Provide Environmental Services, Development Services, Bylaw and Emergency Services with mapping support for planning, complaint, conservation, flood plain and hazard information and providing regulatory reporting
- Assist with plans development for all municipal services including cemeteries, forestation, recreation facility, trails, land ownership, emergency services and records management

Qualifications:

- Post-Secondary graduate from GIS related program with 1-2 years experience using related software
- Experience or knowledge of municipal asset management/financial systems is preferred

Salary Range: \$27.38-30.93/hour, based on 35 hours/week

Interested applicants should forward a resume and cover letter marked Data Management Clerk, File #16-2021, no later than May 7, 2021 at Noon to:

hr@greaternapanee.com or

Town of Greater Napanee,

Attn: File #16-2021-Data Management Clerk

P.O. Box 97, Napanee, ON K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted by Pesce & Associates. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.