

Position Title: GIS Analyst

Hours/Week: 35

Reports To: IT Manager

Department:

Service Area: Community & Corporate Services

Last Updated: February 2022

Association: N/A

General Purpose of the position: Creation and enrichment of geospatial data used in the Town of Greater Napanee Geographic Information System (GIS).

Functional Duties:

1. Assist with the collection of municipal geospatial data, in the field, utilizing GPS tools and applications.
2. Analyze and review spatial information, maintain GIS databases, generate queries and reports.
3. Maintain and produce maps and applications using ESRI and ArcGIS.
4. Work with Data Management Clerk to assist other municipal departments with special projects related to GIS.
5. Provide assistance and troubleshooting for other GIS system users.
6. Adhere to all municipal policies and Ministry regulations including Ministry of Labour and Environment.

Certifications or Licensing Required: Class G Driver's Licence

Certification or Education Assets: Enrolled in a full-time post secondary program in GIS, Geomatics, Geography or related field of study, familiar with ArcGIS online, GPS data collection and Collector for ArcGIS

Additional Information on Position: 35 hours per week for an average of 17 weeks per year.