



TITLE:	GIS TECHNICIAN	CLASSIFICATION: (STO R18)
MINISTRY:	ISLANDS TRUST MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING	WORK UNIT: ADMINISTRATIVE SERVICES
SUPERVISOR TITLE:	MANAGER OF INFORMATION SERVICES (IS R27)	SUPERVISOR POSITION #: 109709

JOB OVERVIEW

The GIS Technician is a member of the Information Services Team at Islands Trust, providing spatial and non-spatial data maintenance, analysis and mapping services to all facets of the organization, including land-use planning services and land trust conservation Initiatives.

Assisting the Manager of Information Services, the GIS Technician is responsible for the development, maintenance and administration of the corporate GIS system and related applications, including: ESRI Desktop, Server, and Mobile applications and ArcGIS Online services; Latitude Geographics Essentials and Workflow Designer; and Trust Area Property Information System (TAPIS).

The GIS Technician works closely with staff, other agencies and contractors in a professional and positive manner, ensuring that their needs for GIS Information and mapping products are met on a day to day basis.

ACCOUNTABILITIES

- Produce standard digital map products and amendments to support land use planning and regulation.
- Inventory, organize and maintain digital and hard copy map documents.
- Compile spatial and non-spatial datasets for a wide variety of sources including land title, property assessment, civic addresses, infrastructure networks, census data, global positioning systems, field observations, aerial imagery, and environmental monitoring data.
- Produce custom map products to support requests from staff, the general public and external agencies.
- Maintain digital cadastral spatial and attribute data in geographic information and relational database systems.
- Maintain and support development of custom web-gis and information system applications and reports.
- Develop mapping and data standards and provide quality assurance for digital and hard copy products.

JOB REQUIREMENTS

Education and Experience

- Minimum two-year College Diploma in Geographic Information Systems, Computer Sciences, or equivalent and at least two years related experience, or an equivalent combination of education and experience;

Required Skills

- Minimum two-year College Diploma in Geographic Information Systems, Computer Sciences, or equivalent combination of education, training and experience.
- Thorough knowledge of provincial mapping standards, digital data formats and principles of geographic information systems.
- Advanced working knowledge of GIS applications, including ESRI's ArcGIS Desktop, Server and Online applications.
- Recent Experience with GIS related development environments (i.e. Python, SQL, Latitude Geographics Geocortex Workflow Designer, ArcGIS Model Builder).
- Ability to read and interpret resource maps, survey plans, aerial photographs and land-use planning documents.
- Understanding of sources of error in maps and aerial photographs.
- Demonstrated cartographic skills and knowledge.
- Demonstrated ability to work under pressure, to multi-task, to work independently, to problem solve and to take initiative.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Excellent interpersonal skills.

Preference may be given to candidates who, in addition to the required qualifications and skills, have:

- Familiar with BC Assessment and Land Titles systems.
- Familiar with municipal land use planning tools and processes.

BEHAVIOURAL COMPETENCIES

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationship in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.