



Islands Trust

**JOB PROFILE**  
**POSITION # 00052240**

**TITLE:** GIS COORDINATOR

**CLASSIFICATION:** STO 24

**MINISTRY:** ISLANDS TRUST,  
MINISTRY OF MUNICIPAL AFFAIRS

**WORK UNIT:** LEGISLATIVE AND  
INFORMATION  
SERVICES

**SUPERVISOR TITLE:** SENIOR TECHNICAL ANALYST

**SUPERVISOR POSITION #:** 00109709

### PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

### JOB OVERVIEW

Under the general direction of the Senior Technical Analyst, the GIS Coordinator is responsible for the planning, management and coordination of the Islands Trust Geographic Information System (GIS), Trust Area Property Information System (TAPIS), and geospatial data repositories. This includes managing all ArcGIS Online and ArcGIS Enterprise components, integrating and embedding mapping applications with external systems such as CityView, and monitoring system performances. The role involves installing, configuring, and deploying ArcGIS software, databases and servers, and customizing web mapping applications. Additionally, this role is responsible for managing GIS and database software throughout its life cycle; leading system development including integration of various software modules and data; managing data collection, translation, integration and maintenance; providing quality assurance for data and cartographic products; providing training and technical support to staff; supervising GIS staff and administering data collection and system development contracts.

### ACCOUNTABILITIES

#### 20% PLAN GIS TECHNOLOGY AND GIS DATA MANAGEMENT STRATEGIES

- Develop and maintain GIS policies and procedures for executive approval;
- Ensure strategic systems meet Islands objectives and adhere to GIS data and GIS technology standards;
- Address GIS data and GIS technology architecture issues;
- Prioritize GIS activities and projects;
- Develop and maintain GIS data management standards and ensure adherence.
- Implement and manage corporate GIS databases and data repositories; including data capture and exchange; control access and security;
- Develop and supervise GIS development and maintenance contracts;
- Facilitate GIS stakeholder committees and manage multi-stakeholder data.

Career Group:

Job Family:

Job Stream:

Role:

Revised Date:

IM/IT

IT

Professional

**20% Advanced GIS Analyst duties:**

- Write GIS scripts as required to streamline workflow;
- Undertake advanced GIS analysis for special projects;
- Integrate GIS and RDMS systems in multi-platform environment.

**20% Manage online mapping applications and management systems:**

- Coordinate system development and maintenance and implement revisions and enhancements;
- Ensure access to system for all relevant staff;
- Provide training sessions for staff on system operation;
- Perform TAPIS specific GIS and database updates and maintenance;
- Administer ArcGIS Enterprise, including account and license management;
- Install, configure, and deploy GIS software, databases, and servers;
- Web mapping development;
- Integrate and embed mapping applications with external systems like CityView.

**15% Coordinate GIS Initiatives/Activities:**

- Recommend selection, coordinate acquisition/construction and implementation of GIS tools;
- Coordinate multiple island projects;
- Review GIS project plans to determine if they adhere to standards;
- Implement GIS project management (e.g. planning, organizing and monitoring GIS project progress);
- Provide quality assurance and approval for GIS definition, design, construction, implementation/installation and data management projects;
- Coordinate internet-based mapping initiative.

**10% Communicate GIS information and activities to management and professional staff in the Islands Trust and partner agencies and coordinate training:**

- Generate presentations and provide GIS information sessions to senior management and staff, trustees and interest groups;
- Provide/coordinate GIS training for staff, including technical training in use of GIS packages; technical training in use of custom developed GIS applications; and technical training in use of GIS technology;
- Provide/coordinate training for regional operators to enable them to support GIS technology including: GIS software packages; custom developed GIS applications; data storage and archiving and retrieval devices.

**10% Supervision of GIS Technician and Co-op Students:**

- Identify employee goals and objectives, set performance standards; evaluate employee performance, take action to improve performance, discipline staff, handle "step one" grievances;
- Recommend/provide training as required;
- Participate in recruitment of staff to regular positions, update and revise job descriptions as required;
- Determine workload priorities, delegate work as necessary;
- Provides direction and assistance on complex or technical procedures.

**5% Keep up-to-date with trends and standards in GIS technology:**

- Liaise with other agencies having GIS capability (e.g. Provincial ministries, 7 Regional Districts, etc.) and coordinating groups;
- Attend GIS package information sessions and training courses as appropriate;
- Coordinate software development efforts to ensure custom designed corporate, program and regional GIS applications meet business needs and adhere to GIS data and GIS technology standards.

**Knowledge, Skills and Abilities:**

- Knowledge of RDMS such as Microsoft SQL Server;
- Knowledge of Quality Assurance techniques;
- Knowledge of cartographic standards;

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- Knowledge of GIS landscape evaluation methodologies;
- Knowledge of internet data protocols (TCP/IP, HTTP, FTP);
- Familiarity with web enabled GIS data delivery strategies;
- Basic programming skills in Python, Java, and SQL;
- Strong supervisory skills including performance management;
- Strong oral and written communication skills;
- Proven administration, organizational planning and prioritization skills;
- Ability to provide input to the overall organization's information technology needs and direction to IT maintenance requirements;
- Ability to deal effectively with the public, other government agencies, legal and land development professionals, and with junior and senior technical and professional staff.
- Experience working in a multi-machine environment architecture with an ArcGIS Enterprise (DSP) environment, with the ability to troubleshoot and resolve issues related to publishing services.

## JOB REQUIREMENTS

- Secondary school graduation and a degree in geography, community planning, computer studies or equivalent combination of education and experience.
- Experience in the land-use planning field, utilizing ESRI suite of products, including ArcGIS Pro and ArcGIS Enterprise.
- Hands-on experience with the deployment, configuration, and administration of ArcGIS Enterprise, including managing servers, web applications, and GIS services.
- A minimum of three years' of professional experience working in a GIS environment, including, spatial data analysis, geodatabase management, and ESRI application development.

### Preference will be given to qualified applicants with any or all of the following:

- Familiar with BC Assessment and Land Titles systems.
- Professional experience in implementing GIS solutions for land-use planning, conservation, or environmental preservation is an asset.
- Three years' experience in the land-use planning field
- A minimum of five or more years of professional experience working in a GIS environment, including, spatial data analysis, geodatabase management, and ESRI application development.

A Criminal Record Check (CRC) will be required.

## BEHAVIOURAL COMPETENCIES:

**Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

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**Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

**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.

**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.

**Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

#### **INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCY:**

**Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Aboriginal people. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect – and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness, and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Aboriginal self-determination