



## **GIS & Database Administrator**

Located in the Okanagan Valley, the District of Summerland (population 11,700) boasts a small-town atmosphere, beautiful outdoor environment and a great quality of life. The District has an exciting opportunity for a motivated and knowledgeable individual as a GIS & Database Administrator.

Reporting to the Director of Corporate Services, the GIS & Database Administrator is responsible for ensuring that the Geographic Information Systems and various server-based databases are effectively meeting the needs of internal and external users.

The implementation of a robust asset management program is a major focus for the District of Summerland in 2018 with development of the asset inventory nearing completion. The GIS & Database Administrator will be the project manager overseeing the integration of asset management data into the District's systems. To support asset management, the GIS & Database Administrator will also coordinate/implement the migration from Autodesk MapGuide 6.5 and MapGuide Open Source to ESRI ArcGIS.

### **Required qualifications:**

- Successful completion of Grade 12 or equivalent.
- Diploma or advanced diploma in GIS, or an equivalent combination of education, training and experience.
- 2 years' experience working with GIS server software, preferably including Autodesk MapGuide 6.5, MapGuide Open Source, and ESRI ArcGIS.
- Knowledge of industry mapping standards, requirements and principles.
- Experience with Autodesk AutoCAD Civil 3D.
- Formal training and certificate in Microsoft SQL Server, or an equivalent combination of education, training and experience.
- 2 years' experience working with Microsoft SQL Server.
- Valid Class 5 BC Driver's Licence.

The successful applicant will be a team-player, have an attention to detail, and be able to work under pressure to meet deadlines.

This is a Canadian Union of Public Employees (CUPE) position and offers a salary range of \$36.11 - \$40.12 per hour as well as a competitive benefits package.

Qualified applicants may submit their resume to [hr@summerland.ca](mailto:hr@summerland.ca) by 4pm Friday, July 6, 2018. Please view our website at [summerland.ca/jobs](http://summerland.ca/jobs) for a complete job description and information on submitting a cover letter and resume.

We thank all applicants for their interest; however, only those short listed will be contacted.



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND JOB DESCRIPTION

<b>Title</b>	GIS & Database Administrator	<b>Pay Grade</b>	14
<b>Department</b>	Corporate Services	<b>Location</b>	Municipal Hall
<b>Supervisor</b>	Director of Corporate Services	<b>Reviewed</b>	April, 2014

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### Nature and Scope of Work

Reporting to the Director of Corporate Services, the *GIS & Database Administrator* is responsible for ensuring that the Geographic Information Systems and various server-based databases are effectively meeting the needs of internal and external users.

### Duties

1. Research, evaluate, develop, implement and maintain:
  - internal network GIS database,
  - GIS server software,
  - various server-based databases,
  - internal network, extranet and Internet GIS web map.
2. Update and maintain all spatial data within the GIS that are required by departments.
3. Customize map applications to serve the needs of all stakeholders.
4. Provide guidance, data-related assistance and technical support to internal and external GIS and server-based database stakeholders.
5. Support and assist with multi-user database and application management, including but not limited to: public utilities, financial applications, and inventory management.
6. Evaluate server-based databases to identify, evaluate, recommend and implement process and system improvements.
7. Monitor and maintain GIS and SQL Server database performance.
8. Facilitate data sharing, integration and automation between CAD and GIS.
9. Maintain and support map production equipment including plotter.
10. Document all GIS and database systems, procedures and changes.
11. Ensure all GIS systems and databases are regularly backed up and restorable.

12. Import and export data to and from partner agencies and organizations.
13. Ensure all data is secured and only accessible as appropriate, in compliance with District policies and privacy laws.
14. Provide basic information technology support when required.
15. Follow all policies, procedures and standards of the District of Summerland.
16. Perform other related duties as required.

### **Required Skills and Abilities**

1. Demonstrated ability to:
  - prioritize work based on stakeholder needs and timelines;
  - organize and manage time effectively;
  - establish and maintain effective working relationships;
  - communicate information clearly and concisely in both oral and written formats;
  - exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, contractors, partner agencies and organizations, and members of the public.
2. Proficient with Microsoft Access and Microsoft Excel.
3. Demonstrated ability to identify and document hardware and software problems and contact the appropriate resource to rectify problems and provide guidance to system users.
4. Ability to establish and maintain skills related to GIS and Database development including hardware, software and extensions through education and hands-on experience.

### **Experience and Education**

1. Successful completion of Grade 12 or equivalent.
2. Diploma or advanced diploma in GIS, or an equivalent combination of education, training and experience.
3. 2 years' experience working with GIS server software, preferably Autodesk Infrastructure Map Server.
4. Knowledge of industry mapping standards, requirements and principles.
5. Experience with Autodesk AutoCAD Civil 3D.
6. Formal training and certificate in Microsoft SQL Server, or an equivalent combination of education, training and experience.
7. 2 years' experience working with Microsoft SQL Server.
8. Valid Class 5 BC Driver's Licence.

### **Hours of Work**

In accordance with Schedule 'A' of the CUPE Collective Agreement (35 hours per week).