



Geographic Information System Administrator

Nestled in the heart of the Okanagan Valley, Summerland has a population of approximately 12,600 residents. Escaping to our warm and idyllic community allows you to reside where others come to vacation! Our easy access to spectacular beaches and parks, scenic biking and hiking trails, mountains and vineyards, and events that showcase art and culture along with our warm community spirit, help make Summerland a desirable place to work and enjoy life.

District of Summerland has an excellent opportunity for a Geographic Information Systems (GIS) Administrator. The GIS Administrator is responsible for ensuring that the Geographic Information Systems (GIS) and various server-based databases are effectively meeting the needs of internal and external users for the District of Summerland.

Duties

- Review for accuracy, research, evaluate, develop, implement and maintain the District's internal and external GIS Infrastructure including the Spatial Database Engine (SDE) enabled Esri Enterprise GIS System and SQL Server Databases.
- Build and support mapping applications, tools, dashboards and templates to allow users to enter and maintain department data and make data-based decisions.
- Customize and provide guidance, data-related assistance, technical support and resources (i.e. training material, videos) to internal and external GIS and server-based database stakeholders.
- Facilitate data sharing, integration and automation between CAD and GIS, including moving from a CAD based spatial data editing to ArcGIS editing infrastructure (i.e. ArcGIS Pro & Esri Field Apps).
- Coordinates Database administration and import and export data to and from partner agencies and organizations.
- Ensure all data is secured and only accessible as appropriate, in compliance with District policies and privacy laws.
- Collaborate with partner agencies and organizations such as the Regional District of Okanagan Similkameen (RDOS) and ICI Society.

Required Skills and Knowledge

- Demonstrated ability to:
 - Effectively organize and prioritize work based on stakeholder needs and timelines.
 - Establish and maintain effective working relationships.

- Communicate information clearly and concisely and with courtesy, tact and diplomacy in both oral and written formats to technical and nontechnical audiences.
- In depth knowledge and understanding of Esri Desktop software (ArcMap and ArcGIS Pro), mobile (Collector and Survey 123), and web (Portal/ArcGIS Online).
- Knowledge of utility network data including Esri geometric networks and other data structures for maintaining Electrical, Water and Wastewater data.
- Strong skills in Microsoft Office Products (Teams, Planner, Access, Word, Excel, PowerPoint, and Outlook).
- Attention to detail with the ability to establish and maintain skills related to GIS including hardware, software and extensions through education and hands-on experience.

Required Qualifications

- Diploma in Geography or Computer Science combined with an Advanced Diploma in Geographic Information Systems specializing in GIS or an equivalent combination of education, training and experience.
- 2 years' experience working with ArcGIS Enterprise Platform (ArcMap, ArcGIS Pro, ArcGIS Online, ArcGIS Server) and AutoCAD, preferably, in a local government environment.
- 2 years' experience working with Microsoft SQL Server and knowledge of industry mapping standards, requirements and principles.
- Working knowledge of Autodesk AutoCAD including AutoCAD for ArcGIS Plugin.
- Sound knowledge of Programming/scripting skills (SQL, Python, ArcPy, Arcade, VB Script, HTML, JavaScript).
- Valid Class 5 BC Driver's Licence.

This is a regular full-time CUPE union position and offers an hourly rate of \$48.67 per hour as well as a competitive benefits package and Municipal Pension Plan. Work hours are based on a 35-hour compressed 4-day work week.

A full job description including all required skills, knowledge and qualifications can be found on our website at www.summerland.ca/jobs. Email a resume and cover letter in pdf format to hr@summerland.ca quoting Competition No. 25-30, by Monday, August 25, 2025.

We are an inclusive and accessible employer. Reconciliation, and Equity, Diversity, and Inclusion are embedded in our code of ethics. We encourage applications from all qualified individuals, and we thank all applicants for their interest, however, only those under consideration will be contacted.