



JOB DESCRIPTION

Title	GIS Administrator	Pay Grade	14
Department	Engineering and GIS Services	Location	Works & Infrastructure
Supervisor	Manager of Engineering and GIS Services	Reviewed	August 2025

Nature and Scope of Work

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

1. 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.
2. Build and support mapping applications, tools, dashboards and templates to allow users to enter and maintain department data and make data based decisions.
3. Review geospatial data for accuracy, data preparation and cleanup.
4. Update and maintain spatial data within the GIS that are required by a variety of departments.
5. Customize map applications to serve the needs of all stakeholders.
6. Provide guidance, data-related assistance, technical support and resources (i.e. training material, videos) to internal and external GIS and server-based database stakeholders.
7. Support and assist with multi-user database and application management.
8. 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).
9. Coordinates Database administration with contractors and consultants as required.
10. Maintain and support map production as required.
11. Document all GIS and database systems, procedures and changes.

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. Collaborate with partner agencies and organizations such as the Regional District of Okanagan Similkameen (RDOS) and ICI Society.
15. Design, administrate and provide necessary tools (i.e. GIS software) GIS training plans for internal users based on their roles within the District.
16. Perform other related duties as required.

Required Skills and Knowledge

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 to technical and non technical audiences;
 - 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. In depth knowledge and understanding of Esri Desktop software (ArcMap and ArcGIS Pro), mobile (Collector and Survey 123), and web (Portal/ArcGIS Online).
3. Knowledge of utility network data including Esri geometric networks and other data structures for maintaining Electrical, Water and Wastewater data.
4. Strong skills in Microsoft Office Products (Teams, Planner, Access, Word, Excel, PowerPoint, and Outlook).
5. Ability to establish and maintain skills related to GIS including hardware, software and extensions through education and hands-on experience.
6. Attention to detail.
7. Willingness to learn and keep current with changing technology.

Required Qualifications

1. 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. 2 years' experience working with ArcGIS Enterprise Platform (ArcMap, ArcGIS Pro, ArcGIS Online, ArcGIS Server) and AutoCAD, preferably, in a local government environment.
3. 2 years' experience working with Microsoft SQL Server.
4. Knowledge of industry mapping standards, requirements and principles.
5. Working knowledge of Autodesk AutoCAD including AutoCAD for ArcGIS Plugin.
6. Sound knowledge of Programming/scripting skills (SQL, Python, ArcPy, Arcade, VB Script, HTML, Javascript).
7. Valid Class 5 BC Driver's Licence.

Remuneration and Hours of Work

1. Renumeration in accordance with Schedule "A" of the CUPE, Local 1136, Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.