



Position:	GIS Data Analyst
Department:	GIS
Reports to:	Manager of GIS Projects and Solutions
Position type:	Permanent, Full-Time
Work location:	Administration Building – High River

Position Overview

The primary role of the GIS Data Analyst is to provide GIS and mapping services. Working as part of the GIS team and under the direction of the Manager of GIS Projects and Solutions, the GIS Data Analyst will contribute to data capture management and maintenance. The GIS Data Analyst participates in maintaining the data that is used by staff in their day-to-day activities.

Key Duties and Responsibilities

- Coordinate with public works to design and maintain workflows for spatial assets.
- Update and maintain the municipal road network data on a regular basis in consultation with the Public Works Department.
- Develop GIS solutions based on business unit requirements.
- Import parcel and cadastral mapping data from AltaLis and integrate it into the enterprise GIS system.
- Work with a wide array of data formats to maintain the core spatial data used by the County.
- Provide accurate GIS related information, assistance and direction to the public, external stakeholders and County staff.
- Compile, publish and distribute maps, map books and GIS data to internal and external clients.
- Assist in the maintenance and development of automated FME data processes.
- Develop documentation of current GIS processes.
- Facilitate training on GIS solutions for County staff.
- Assist with civic address maintenance.
- Perform other duties as assigned from time to time.

Qualifications, Education and Experience

- University degree or technical diploma in relevant discipline (e.g. surveying, engineering, geography).

- A minimum of four (4) years of professional experience working with the ESRI software suite including: Arcgis Online, Arcgis Enterprise, Arcgis Pro and FME. Have a working knowledge of ESRI field maps application and Microsoft Office.
- Valid Class 5 Driver's license.

Competencies & Skills

- Well-developed communication skills, presentation skills and ability to work in a team office environment.
- Excellent understanding of GIS concepts ranging from spatial analysis to cartographic design and online ESRI applications.
- Knowledge of relational database management, geographic coordinate systems and the Alberta township system.
- Strong problem-solving skills, research techniques, sound technical skills, self-motivation and attention to detail.
- Strong oral and written communication skills.
- Excellent attention to detail.
- Ability to prioritize between multiple tasks, while meeting deadlines.

The following are considered *assets* to be successful in this position.

- Familiarization with AutoCAD data, SQL, Great Plains Dynamics, and Python.

Working Conditions

- The physical demands include those associated with working in an office setting using computers and associated technologies.
- Regular contact with the public, staff and County officials.