JOIN OUR TEAM!

THE ROLE

GIS & Solutions Analyst

This is a **permanent full-time** role at the County, with an annual compensation range of **$70,689 - $86,013.**

THE OPPORTUNITY

You will oversee the GIS systems activities to ensure the successful implementation, configuration, maintenance, and performance of critical systems. You will also play a vital role in ensuring the availability, integrity, and security of our corporate systems, applications and databases.

Lastly, you will assist in delivering GIS products and services that cater to the needs of our internal departments, ensuring data integrity and security for all users.

THE PERKS

- EFAP Program
- Hybrid Work Options
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- 3 Weeks Starting Vacation
- Health Benefits

- Community College Diploma relative to the area of responsibility.

- Minimum 3 years of current related experience.
- Municipal Recreation experience is an asset.

- Critical Thinking
- Cognitive Flexibility
- Initiative

THE COUNTY

Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

Net Better Off

Emotional & Mental — Your mental health and wellness matter to us.

Relational — Experience a workplace where everyone belongs.

Physical — Your physical safety and well-being remain top of mind.

Purposeful — Your work will make a difference in Haldimand County.

Employable — Career development is a two-way street. Let us help you get there.

Financial — Enjoy a competitive total rewards package.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **August 9, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.
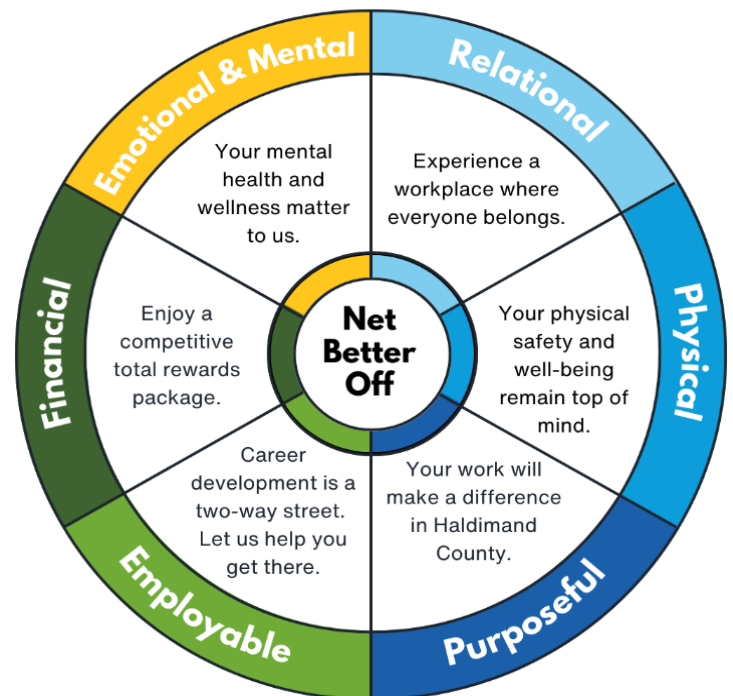
JOB DESCRIPTION

GIS & Solutions Analyst, Innovation and Technology Services

POSTING #: NU-2024-16 **POSTING PERIOD:** July 19-August 9,2024	**Employer Group:** Non-Union **Reporting To:** Supervisor, Business Solutions GIS & Data
Grade: 8 **Wage Range Annually:** $70,689 - $86,013	**Position Status:** Permanent Full-Time **Hours Worked Per Week:** 35 **Location:** Haldimand County Administration Building

CORE COMPETENCIES:

Innovation, Creativity and Originality | Technology Use | Cognitive Flexibility | Active Learning | Service Oriented

POSITION SUMMARY:

This role is responsible for GIS systems activities including implementation, configuration, maintenance, and performance of critical systems. Additionally, ensuring the availability and consistent performance of the Corporate systems, applications, and business solutions, including maintaining the availability, integrity, and security of databases, while also assisting with the delivery of geographic information systems (GIS) products and services that meet the needs of Haldimand County's internal departments and ensure data integrity and security for internal and external users.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma or University Degree relative to the area of responsibility (GIS Systems, Data Management, Information Systems, Geomatics, Geography)

Experience

- Over two years and up to three years current related work experience with GIS / Geomatic data in an organizational setting. Municipal experience is preferred but a wide range of relevant experience is acceptable within the public and private sectors.

Knowledge/Skills

- Thorough knowledge of GIS concepts and principles with an intermediate understanding of Microsoft SQL Server functions and features
- Ability to transfer user and business needs and creatively and effectively provide solutions; ability to define database architecture that supports business requirements (i.e., use of GIS data/reporting tools to produce dashboards and reports)
- In-depth knowledge of the functionality, operation and specifications of municipal government standards as it pertains to GIS, including knowledge of business processes of various County departments
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to provide clear information (convey technical information to a non-technical audience), to ensure solid understanding of work requirements, guidelines and to encourage and sustain consensus building to make decisions
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions
- Demonstrated ability to work independently referring only major problems to supervisors/manager

- Demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data
- Demonstrated research, analytical problem-solving and decision-making skills to enable the assessment of issues/situations, develop options and recommend actions necessary for the effective and efficient operation of technological resources
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills with extreme attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude
    - Demonstrated proficient computer skills to perform and troubleshoot common software and hardware issues on various technological devices while adhering to cybersecurity and leading best practices
    - Advanced knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
    - Proficiency with ESRI ArcGIS cloud, ArcGIS Server, MSQL Databases

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Guarantees that corporate goals and objectives are always in consideration and achieved by those working on a project
- Contribute to the development of appropriate policies and procedures relating to GIS functionality and use

People

- Establish and maintain relations with others (County staff, vendors, peers within other organizations) to resolve technology complaints/issues
- Coordinate with other County GIS experts and technicians to ensure a consistent and Corporate-wide approach to GIS

Money/Asset

- Information Security (GIS):
    - Provides advice and guidance on security strategies to manage identified risks and ensure adoption and adherence to standards
    - Obtains and acts on vulnerability information and conducts security risk assessments, business impact analysis and accreditation on complex information systems.
    - Investigates major breaches of security and recommends appropriate control improvements.
    - Contributes to development of information security policy, standards and guidelines.
    - Coordinate with other divisions ensuring the integrity of the Asset Management programs data

Timeline

- Prioritize urgent matters to minimize downtime of corporate and department applications for staff
- Support yearly financial processes with database level verification of data integrity

Functional

- GIS Administration
    - Manages GIS configuration including installing and upgrading software and maintaining relevant documentation
    - Coordinate on the development of procedures and documentation for GIS
    - Identifies, evaluates, and manages the adoption of industry standard GIS administration tools and processes, including automation.
    - Provide technical support to corporate project implementation

- Data Management

- o Takes responsibility for the accessibility, retrievability, security, quality, retention, and ethical handling of specific subsets of data.
  - o Manipulates specific data from geographic information systems, to satisfy defined information needs.
  - o Maintains and implements information handling procedures, by enabling the availability, integrity, and searchability of information through the application of formal data and metadata structures and data security measures.
  - o Develops and maintains specialist knowledge of GIS and data warehouse concepts, design principles, architectures, software, and facilities
- Systems Integration and Build
  - o Identifies, evaluates and manages the adoption of appropriate tools, techniques and processes (including automation and continuous integration) to create a robust integration framework.
  - o Leads integration work in line with the agreed system and service design.
  - o Monitors and reports on the results of each integration and build.
  - o Designs and builds integration components and interfaces.
  - o Contributes to the overall design of the service and the definition of criteria for product and component selection.
  - o Contributes to development of systems integration policies, standards and tools.
  - o Executes ETL processes to integrate data from separate business applications.
- Application Support
  - o Use various tools to investigate issues, identifies and resolve issues with applications, collect performance statistics and create reports.
  - o Provides assistance to users in a professional manner following agreed procedures for further help or escalation, followed by maintaining accurate records of user requests, contact details, and outcomes.
  - o Initiates and monitors actions to investigate and resolve problems in systems, processes, and services
  - o Assists with the implementation of agreed remedies and preventative measures, by determining problem fixes/ remedies.
- Application Support
  - o Selects, acquires and integrates data for analysis.
  - o Creates data dashboards, reports, and visualizations to highlight trends and optimize business processes for a variety of non-technical audiences.
  - o Perform complex research analysis, and reporting of large datasets.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):
- Regular Business Hours: 8:30am- 4:30pm, Monday to Friday
- On-Call: Weekly on-call rotation with most IT staff and occasional Overtime

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.