

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

GIS Coordinator

Temporary, full-time position (approx. 12-month contract)

Reporting to the GIS/Asset Management Specialist, you will collect and update GPS data for signs, bridges, road centrelines, culverts, catch basins, and various other municipal and County infrastructure to build and maintain GIS geodatabases for member municipalities and Northumberland County. You will respond to requests for data and maps from the public and municipal staff, create reports and thematic maps, provide technical expertise, as well as analyze, convert, import, and export data into and out of the GIS. The position will assist with maintenance of multiple web-based mapping applications for staff and public access, provide GIS and mapping support and training to County Staff and member municipalities, provide supervision of assigned or subordinate staff, and assist with the development and implementation of the County's asset management software, Cityworks.

Qualifications & skills:

- You are a graduate of a geomatics or a GIS-related program with one to three years' of experience or have a combination of relevant education and experience.
- Strong understanding of the importance of data collection standards and are proficient with ESRI ArcGIS suite of software, including ArcPro and Collector for ArcGIS.
- Strong conceptual, analytical, financial, and problem solving skills
- Familiarity with the Trimble GeoXH GPS handheld unit, Trimble Catalyst DA2 and Cityworks software is considered to be an asset.
- Demonstrated effective oral and written communication, strategic thinking, report writing and research skills
- Strong customer service skills
- Knowledge of Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Planning Act and associated By-Laws and Regulations

A valid Class G driver's license with a clean abstract. A 3 year uncertified driver's record obtained from Service Ontario must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Thursday, November 24**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.