

**CITY OF CORNER BROOK  
CAREER OPPORTUNITY**

**GIS ADMINISTRATOR  
(FULL-TIME PERMANENT)**

The City of Corner Brook is presently accepting applications for the full time permanent position of **GIS Administrator** with the Department of Community, Engineering, Development & Planning.

Reporting directly to the Manager of Engineering Services, the GIS Administrator is responsible for the development and administration of all aspects of the City's Geographic Information System. The Administrator will coordinate and facilitate project teams, identify resources, and establish project objectives, timelines, and milestones. This position works independently and will be tasked with regular review of City policies and procedure development as they pertain to the GIS division.

*Responsibilities/Duties*

The GIS Administrator is responsible for: developing standards, specifications, and policy documents for the GIS use in the City and ensures that users understand and comply with the standards, specifications, and policies; assisting various departments with the development and management of GIS projects; coordinating the activities of the GIS Technician while providing direction and support to the same; ensuring legal compliance for use of City GIS software; coordinating surveys and other data collection initiatives as and when required; identifying gaps in user knowledge and skills, and develops appropriate training opportunities to address problem areas; carrying out all duties in accordance with OH&S Regulations and City policies; capable of performing all duties associated with the GIS Technician position.

The successful applicant must possess a degree or diploma in GIS Technology or Geomatics from a recognized Post-Secondary institution combined with a minimum of two (2) years supervisor experience. A diploma in GIS, Geography or Engineering combined with 5 years of work related experience in GIS systems, preferably in a municipal environment, may be considered. A GISP certificate would be considered an asset.

**SALARY:** \$26.93 probationary - \$29.92/hr

**CLASSIFICATION:** C.U.P.E. Local 768

**HOURS OF WORK:** 40 hours per week

**CLOSING DATE:** Resume review will commence on September 18 and will continue until the position is filled. Only candidates selected for an interview will be contacted.

**COMPETITION NO:** 2020-22

Please submit résumés **giving complete details of qualifications** on or before and forward to: The Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NF, A2H 6E1; E-mail [careers@cornerbrook.com](mailto:careers@cornerbrook.com)