



Position Title: GIS and Development Analyst

Closes: May 20, 2019 at 4:00pm

Please Quote Job #: P19-17

Submit Resumes To: Human Resources, Wheatland County
RR1 Hwy 1
Strathmore, AB T1P 1J6
OR
Email: hr@wheatlandcounty.ca

Position Summary:

The GIS and Development Analyst will be a key contributor to the Community and Development Services Department by providing a robust knowledge base to staff within the department and throughout the organization on GIS and mapping systems operations, recommendations to department senior management on best practices and system improvements, operating and capital budgeting recommendations, as well as assisting in planning and implementing sound development objectives through mapping, graphic design, and a variety of municipal requirements. The incumbent will assist in undertaking current and long range planning processes involving the application of specialized knowledge and skills in the collection, analysis, and interpretation of economic, physical, social, environmental and other data for municipal studies, programs, and projects.

What you will be responsible for...

Geomatics and Spatial Analysis:

- Prepare graphics, maps, and spatial analysis for the department.
- Recommend best-practices and systems improvements for the corporation, and budget accordingly.
- Maintain and improve aerial data for the County.
- Review civic addressing and provide recommendations to the team in coordination with geomatics services.
- Develop and maintain department spatial databases and mapping projects and ensure required updates and changes to existing spatial data are made as a result of bylaw amendments.
- Assemble, analyze, interpret and maintain statistical data, and provide data analysis for planning, community services, and economic development projects.
- Track density of neighbourhoods and of the municipality to meet statutory and regional requirements, and for reporting purposes.
- Input, maintain, and update data collection of off-site levies, secondary suites, and home-based businesses into software.
- Prepare reports on department projects, including quarterly and annual performance reports.

Graphic Design:

- Prepare public engagement material.
- Assist and support in designing marketing materials and public engagement materials across divisions.

Special Projects and Other:

- Support department projects, policy/plan development including all statutory plans and other municipal plans, and the processing of development and planning applications.
- Coordinating division processes and policies, and prepare responses to incoming verbal and written inquiries from internal departments, external stakeholders, and the public.
- Conducts research and analysis related to special studies and applications.
- Assist with public engagement sessions regarding planning applications and new policy initiatives.
- Takes the lead on special projects and forms teams, providing effective project management and delivery.
- Respond to general inquiries on GIS and Development matters to the general public, members of Council, clients, and developers.
- Support department management in special projects as requested through direct supervisor.
- Ensure adherence to all applicable Wheatland County policies and bylaws.
- Ensure compliance with OH&S including attendance at safety meetings, being properly trained in OH&S related topics (e.g., Emergency Management training and exercises), and ensuring work is completed in a safe manner.
- Complete administrative tasks when required.
- Relate to and communicate with co-workers, management, customers and vendors sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and complaints promptly and professionally.
- Perform tasks, consistent with the position, including special projects / assignments, as may be required on an ad hoc basis.

What you will bring to the position...

- A Bachelor's degree in Geographic Information Systems (GIS), Geomatics, Spatial Analysis, Geography, Architecture, or Landscape Architecture.
- A Master's degree is considered an asset in any of the abovementioned disciplines.
- Eligibility for membership in a certified association is considered an asset (example: Canadian Association of Certified Planning Technicians), or willingness to undertake training in an association relevant to the job and the business unit.
- 3-5 years of experience in GIS and drafting, including experience using ArcGIS and web-based mapping applications, preferably in a local government setting.
- Private sector experience is considered an asset.
- General knowledge of planning and development principles and legislation affecting planning such as the Municipal Government Act.
- Proficient in AutoCAD; GIS systems, Adobe InDesign; Photoshop; and Illustrator; and other 3D modelling software.
- Knowledge of mathematics, statistics, data collection methodology, and research techniques.
- Strong oral and written communication skills with the ability to communicate effectively with stakeholders.

- Experience preparing visually appealing graphic materials.
- Well-developed research, analytical, and strategic skills.
- Able to work in a fast-paced environment both independently and as a supportive member of the team.

Working Conditions:

- This position works a 5 day work week, Monday to Friday, with one day off in a 3 week cycle; hours of work: standard 37.5 hour work week

In accordance with Wheatland County's Personnel Policy, the successful candidate will be required to submit to a Criminal Records Check, and must be legally entitled to work for any employer in Canada.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.