

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(INFORMATION TECHNOLOGY DIVISION – BUSINESS APPLICATIONS – LOCATION – 55 YORK BLVD., 6th
FLOOR)

GIS COORDINATOR (SPACIAL DATA) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Business Applications (Citizen Services), responsible for facilitating the effective use of Geographic Information System (GIS) technology and spatial databases to meet the business needs of both internal and external corporate clients. Direct staff activities through project and operational roles. Responsible for the co-ordination of spatial data requirement analysis, functional design specifications, spatial database technical design specifications, support and implementation of the corporate spatial database and data and supporting technologies, training, and general user support. As directed by the Supervisor, Business Application (Citizen Services) coordinate various GIS data projects and co-ordinate and direct other technical GIS staff, liaise with City of Hamilton spatial data users and direct external consultants.

GENERAL DUTIES

Co-ordinates, analyzes, designs, develops and implements the Corporate GIS spatial database through regular duties, special and ad hoc projects that contribute to the realization of the GIS components of the City's Information Technology Strategic Plan and to support the spatial applications of City Departments.

Co-ordinates, analyzes and reviews corporate and functional-specific GIS data requirements, data sources, training and preparing preliminary impact analysis.

Collaborates with the Supervisor, Business Applications (Citizen Services) in the development of the Section's objectives, policies, guidelines, methods and procedures related to corporate GIS data management and applications.

Coordinates, maintains and grows the use of spatial data as a corporate resource including designing, developing and maintaining the corporate Spatial Meta Data Repository.

Co-ordinates the development and maintenance of corporate spatial data management, as well as providing direction, mentoring, motivation, inspiration, coaching, and leadership to a team of GIS Analysts, GIS Technologists, and external consultants.

Creates a strong, co-operative team environment to ensure that staff grow, learn, and work to their maximum potential to provide high energy, high quality GIS Services for the City.

Reviews, analyzes, and recommends opportunities to spatially enable and integrate functional business applications for more efficient and effective decision making through GIS applications.

Co-ordinates, develops, implements and maintains GIS spatial data standards. Co-ordinates, develops and reviews GIS application and data specifications and designs documents for both "in-house" and contracted application development.

Records, analyzes and co-ordinates solutions to complex technical problems related to the operation and performance of GIS data and applications within various departments and external partners and implement any necessary enhancements in the system.

Identifies topics where additional education and training is required; develop training programs and supplementary documentation.

Co-ordinates and conducts training programs for the user community, and co-ordinate, design, develop, implement and maintain on-line help databases to include new or revised spatial data functionality.

Liaises with the Division's other functional sections with respect to database security, client support, data management, project management, customer relationship with respect to publishing GIS applications and spatial data on the corporate Intranet and Internet.

Collaborates on cross-functional teams with other City staff and consultants that may be involved in GIS-related projects throughout the Corporation. Must be able to handle multiple changing priorities.

Co-ordinates GIS data development activities in other functional departments within the City to ensure compatibility and integration abilities with respect to corporate GIS systems and to ensure compliance with the GIS components of the City's Information Technology Strategic Plan.

Undertakes and co-ordinates GIS data development projects with functional business units to assist in decision making, public awareness, program implementation, and policy development.

Conducts research and development; analyze, interpret, and report on research findings, making any appropriate recommendations. Participates in the planning, scheduling and purchasing of GIS technology, prepare Requests for Proposals, and evaluate bids for purchasing additional software and services.

May be required to provide on call support.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other such duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Developed understanding of Geographic Information Systems, normally acquired by attaining a University Degree in Geographic Information Systems, Engineering, Land Surveying, Geography, Urban Planning or a related discipline, or, a three-year college diploma in Geographic Information Systems, Cartography, or a related discipline, or an equivalent combination of education and relevant business experience.
2. Progressively responsible and practical experience in mapping and spatial database development, and user support, including practical experience working with GIS technology (Intergraph GeoMedia suite of products preferred), preferably in a municipal environment.
3. Experience in work team co-ordination, supervision, and facilitation.
4. Thorough technical knowledge of Oracle, SQL Server and Access relational database management system software and SQL (Structured Query Language).
5. Thorough technical knowledge of Oracle Spatial software.
6. Thorough working knowledge of Project Management principles and techniques.
7. Ability to write, interpret and modify at least one standard computer programming and scripting language commonly used in spatial data applications (including Visual Basic, VBScript, HTML, and ASP).
8. Excellent analytical, report writing, and interpersonal skills to communicate effectively with all levels of City staff, external consultants and suppliers.