CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – COMMUNITY PLANNING - LOCATION – 77 JAMES ST. N.)

PLANNER I - INFORMATION SYSTEMS – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Information Systems Planner. Design, development and maintenance of spatial and property information systems used for planning research and land development. Administer applications of the GeoSpatial and the Oracle Relational Database Management System for the CP&D Department in accordance with corporate G.I.S. standards.

GENERAL DUTIES

Implements the Department's information strategic plan; which includes long term improvements for hardware, applications software, spatial data dictionaries for planning functions; sets priorities for the development of data sets, procedures for the evaluation and reform of Department practices which capture and use spatial data, undertakes performance evaluation of established data.

Implements the Department's information strategic plan within the Corporate GIS systems environment. Responds to corporate system changes to implement revisions to Department data bases and operating procedures.

Administers the application systems in the Department of Geospatial data including requirements with respect to backup, security access, loading and unloading and administration of the department's applications within the GeoSpatial Oracle Regional Database Management System based on a Windows NT Operating System.

Provides assistance to Department staff conducting research that involves retrieval analysis and interpretation of standard planning data bases to ensure complete and accurate technical results are achieved from such research.

Provides assistance to Department staff in the acquisition, research, data base design and maintenance of new information required for planning studies and projects; including the identification of related internal/external data sources, costs and constraints, the design of surveys and custom tabulations from Census, Assessment and other standard information sources, storage, maintenance and integration of new databases with existing department data sets.

Designs and implements analytical frameworks for the generation of annual reports on planning data and the forecasting of such data for use by the department, corporation and public; including city-wide and municipal sub-area demographic, housing, employment, land use, floor space, natural and cultural heritage and similar data bases maintained by the department.

Prepares project plans required for the design, development, implementation and maintenance of spatial data required by the Land Development and Long Range Planning and Design Divisions.

Receives and answers enquiries and provides technical direction to other staff in the response to enquiries for standard information from the department's data bases and forecast reports. At the direction of the Manager Community and Strategic Planning, responds to requests from other departments for customized retrieval and analysis of data and the preparation of customized forecasts respecting information in the department's data bases.

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

QUALIFICATIONS

1. Honours degree in Urban and Regional planning, majoring in the study of spatial resources or an equivalent discipline. Preference is given to a minimum of 2 years experience in the operation of spatial information systems, computerized data management and statistical analyses.

2. Must be a full member of the Ontario Professional Planners Institute.

3. Must be a full member of the Canadian Institute of Planners.

4. Thorough knowledge of geographic information system technology, and spatial data administration gained from directly related post secondary education and/or working experience in the design and operation of GIS applications.

5. Working knowledge of resource and land use planning legislation and analytical processes.

6. Ability to write, interpret and modify at least one standard computer language commonly used in spatial data applications.

7. Excellent analytical and report writing skills in the field of planning research.