



Job Description

GIS Analyst

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: GIS Manager

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Development and Community Sustainability Services

SUMMARY OF POSITION:

Under the direction of the GIS Manager, the GIS Analyst will work collaboratively with clients to provide GIS support and undertake project work to meet the needs of RDCK Departments and municipal partners. This is a generalist role, responsible for supporting GIS Core Services and providing GIS expertise and recommendations to leaders to fit their business needs.

As the first point of contact for municipal and internal clients, the GIS Analyst will draw on a broad GIS skillset and project management experience to develop unique, targeted solutions for stakeholders.

The GIS Analyst is expected to understand and analyze data using GIS technology and discover patterns and trends through spatial data. This role is expected to have a strong command of modern geospatial tools required to process and gain insight from this data.

ROLE AND RESPONSIBILITIES:

As a member of the GeoSpatial team, responsibilities include, but are not limited to:

1. GIS Data Management

- Maintain, update, and ensure QA/QC of spatial and attribute data.
- Convert, interpret, manipulate and export GIS data as needed for business operations.
- Review and improve data processing workflows as needed.
- Data creation and field data collection using a variety of methods

2. Mapping & Visualization

- Create maps and spatial layers with clear symbology and scale settings.

- Develop and publish custom web maps and field mapping applications using ArcGIS technology.

3. Spatial Analysis, Integrations & Solution Development

- Perform spatial analysis to support projects and decision-making.
- Analyze current business processes and record best-practice solutions.
- Recommend and develop GIS-based solutions and automations to improve workflows and services.
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4. Technical Support & Troubleshooting

- Provide GIS support and guidance to internal departments and municipal partners.
- Work with IT and partners to troubleshoot and resolve GIS data and application issues.
- Advise end users on best practices for GIS tools and workflows.
- Conduct training and tracking on system implementation and application projects.

5. Technical Project Management

- Consult with clients to understand requirements and business needs.
- Prepare initial work and cost estimates for GIS development activities.
- Develops GIS project solutions using a variety of platforms and data sources.
- Supports implementation of GIS solutions ensuring smooth transition through development, implementation, documentation, support and maintenance phases.

6. Collaboration & Communication

- Work closely with staff and partners to identify GIS requirements and technical challenges.
- Communicate technical solutions clearly to non-technical users.

7. Continuous Improvement

- Stay current with GIS best practices and emerging technologies.
- Support implementation of new GIS tools and applications.

8. Other duties as required

REQUIRED QUALIFICATIONS

- Diploma in Geographic Information Systems.
- 3 + years' experience working with GIS in a professional setting, ideally within local government.
- 2 + years project management experience with ability to manage multiple projects and competing deadlines.
- An equivalent combination of education and experience may be considered.
- Proficiency with ESRI products; ArcGIS Enterprise, ArcGIS Pro, ArcGIS Online, ArcGIS Field Maps.
- Experience with software systems integration - Tempest Lands, ArcGIS, AutoCAD, SQL Server.
- Valid B.C. Driver's License.
- Satisfactory Criminal Record Check.
- These qualifications may be preferred:
 - Familiarity with Python (ArcPy) and ModelBuilder for automating GIS tasks
 - Basic IT knowledge including networking, permissions, and system integration for GIS
 - Emergency Operations Centre training or experience.
 - Experience with drones, GPR and GPS for field data collection.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Capable of working autonomously and managing competing deadlines
- Ability to interpret spatial data and provide actionable insights
- Skilled at troubleshooting GIS issues and developing practical solutions
- Strong written and verbal communication skills with the ability to translate complex technical concepts into accessible language for non-technical audiences.
- Responsive and supportive in addressing user needs and requests
- Comfortable learning new tools and adjusting to evolving technology
- Ensures accuracy in data management, mapping, and analysis
- Proficiency in Esri ArcGIS Suite (ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise)
- Experience with geoprocessing tools, spatial queries, and analysis workflows
- Knowledge of relational databases (e.g., SQL), data conversion, and metadata standards
- Ability to create and configure web maps and apps using ArcGIS Online or similar tools
- Understanding of shapefiles, geodatabases, CAD integration, and open data standards
- Strong skills in map design, symbology, and presentation for print and web
- Ability to diagnose and resolve GIS application and data issues
- Understands the role of GIS in local government context

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me

by my direct supervisor and I am prepared to accept these responsibilities.

_____ Employee Name	_____ Employee Signature	_____ Date
_____ Employer Representative Name	_____ Employer Representative Signature	_____ Date