



## GIS SUPERVISOR

### PERMANENT FULL-TIME

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**Closing Date:** April 22nd, 2022 at 4:30 pm

**Department:** Corporate Services

**Number of Positions:** One (1)

**Union:** Non-Union

**File Number:** SV22-51

**Hours:** 35 hours per week; Monday to Friday 8:30 a.m. to 4:30 p.m, with additional hours as required

**Work Location:** Potential for hybrid work arrangement (combination of work from home and in-office)

**2021 Salary:** \$83,003-\$98,812 (2022 compensation currently under review)

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The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Approximately 51,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at [www.belleville.ca](http://www.belleville.ca).

Currently, the City of Belleville has a newly created and exciting opportunity for a highly motivated and dynamic individual to join the Corporate Services Department in a leadership capacity as a GIS Supervisor.

#### **PURPOSE AND SCOPE:**

Reporting to the Manager of Information Systems, the GIS Supervisor is responsible for the oversight in the development and execution of the GIS strategy and updates to the roadmap, ensuring alignment of business needs with GIS applications, data, geospatial infrastructure and service delivery. Managing a team of GIS Coordinators, the Supervisor oversees the delivery of GIS production services, including managing, planning, assigning and reviewing Coordinators work on GIS projects and serves as an escalation point for technical and data decisions. The Supervisor ensures the proper maintenance, documentation and cleaning of GIS data and developing and maintaining appropriate policy's, programs and practices.

## **DUTIES AND RESPONSIBILITIES:**

The position will:

- Execute the GIS strategy and roadmap and progress monitoring
- Work to improve and advance GIS capability and adoption
- Review proposed GIS initiatives and recommend priorities accordingly to the GIS Steering Committee
- Resolve organizational conflicts that emerge related to GIS initiatives or standards
- Liaise and coordinate with City departments who require and are actively engaged in GIS project work, recommending resolutions to issues and deliver the highest quality GIS solutions
- Define future state GIS competencies required to advance capabilities
- Monitor the effectiveness of implemented geospatial standards and practices, SLAs
- Advance GIS capabilities based on business needs
- Periodically review and evaluate the adequacy of the GIS Program Charter and recommend and propose changes to the GIS Steering Committee for approval.
- Serve as a subject matter expert, provides expertise and strategic advice in the delivery of GIS projects and maintenance of GIS systems
- Provide people leadership and daily work direction to a team of GIS coordinators, managing project deliverables, evaluating performance and providing coaching and training as required
- Develop, maintain and operate all GIS related products, managing all components of system database and design
- Prepare and draft training programs for GIS hardware and software, evaluating staff performance against the prepared standards to ensure optimal service delivery
- Design and maintain control points for all geodetic data to determine efficient quality control standards
- Serve as an escalation point for technical and data decisions; supports Coordinators in troubleshooting and resolving system challenges & errors
- Provide input and recommendations for unit budget
- Participates in human resources related activities, including but not limited to hiring, performance management, and progressive discipline where required

***Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.***

## **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

Essential (minimum) Qualifications:

- Vocational/Technical school degree or 2 year college level course in a technical field
- Experience in GIS software and applications including Esri ArcGIS, ArcIMS, ArcPad, ArcExplorer
- Knowledge of CAD programs

## **WORK EXPERIENCE:**

Essential (minimum) Qualifications:

- 5 years as an individual contributor in the area of computer aided drafting, with a demonstrated ability to lead teams

- Proficient in Microsoft Office
- Excellent communication skills, both written and verbal
- Experience in report writing and presenting to councils, boards, and/or committees
- Demonstrated analytical and technical abilities within the functional area

Asset Qualifications:

- Experience in Municipal GIS environment preferred
- 1 year direct people leadership/management preferred
- Previous experience in engineering or operations preferred

**WHAT'S IN IT FOR YOU:**

- Comprehensive benefits package
- OMERS pension
- Opportunity for growth and professional development
- Being a part of a change-management environment in implementing a new GIS strategy for the City

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**How to Apply:**

[www.belleville.ca/employment](http://www.belleville.ca/employment)

*Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.*

*The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.*

*Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months, proof of full COVID-19 vaccination, and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.*