



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> GIS Student	<b>CLASSIFICATION:</b> Seasonal Contract (16 weeks; May – August 2024)
<b>DEPARTMENT:</b> Corporate Services	<b>SALARY LEVEL:</b> \$20.00/Hour
<b>LOCATION:</b> Township of King Municipal Centre, 2585 King Road, King City	

### JOB PROFILE:

#### Function:

Provide internal and external customer service by responding to inquiries and requests related to Geographical Information Systems (GIS) and ensuring corporate and departmental service policies and standards are adhered to.

#### Reports to:

- Supervisor of Data and Analytics

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Collaborates with clients to ensure GIS datasets are current, comprehensive and provide all necessary information to support their critical business activities.
- Maintains and updates various databases, ensuring information is consistent with Township standards and readily available when requested.
- Creates, maintains and/or distributes a variety of GIS data including custom maps, tables, analytics, charts, historic air photos etc., ensuring data is accessible in a compatible format and consistent with Township standards and procedures.
- Migrates (ETL) various data formats (including CAD, Shapefile, and GeoDatabase etc.) into the Township ESRI Enterprise GIS database ensuring digital standards are met and data is verified for quality and accuracy.
- Digitizes/geocodes datasets and runs monthly processes in support of critical business initiatives.
- Conducts field inspections to collect and/or validate Township Asset Inventory, ensuring high accuracy in locational (GPS) and attribute data.

- Identifies, designs and performs spatial and tabular data analysis for projects and plans as they relate to the functions of the various departments within the Township.
- Responds to map and general information requests in a timely and courteous manner.
- Supports the team by facilitating general office/clerical administrative duties as required.
- Performs other duties as assigned, in accordance with Township objectives.

**Education/Experience:**

- Currently enrolled in GIS, Geomatics, Geography, or related field (related experience is acceptable).
- A minimum of one (1) year experience with GIS software products (ArcGIS Desktop, AutoCAD).
- Proficiency in Microsoft Office products, including Word, Excel and Outlook.
- Proficiency in database querying and experience with SQL, strong analytical and data mining skills with an acute attention to detail, are considered an asset.

**Conditions of Employment:**

- Highly efficient work ethic and ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with Township staff, the Regional Municipality of York, local municipalities, and other stakeholders with an emphasis on customer service.
- Possesses a valid G class driver's license and access to a reliable vehicle.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_