



Making life better in King

**King is Hiring
GIS Student
(Seasonal Contract; May – August 2024)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of Data and Analytics, the GIS Student is responsible for the following:

- 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.

The successful applicant will possess:

- 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.

Wage Rate: \$20.00/Hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 22, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.