

Job Description – Geographic Information System (GIS) Technician

JOB PURPOSE:	To administer the XX First Nation GIS system.
SUPERVISED BY:	Land Governance Director and/or Director Information Technology

POSITION SUMMARY:

The GIS Technician is responsible for the administration, maintenance, distribution and end-user support of applications using spatial data relating to land and natural resources consistent with the Land Governance Office, Land Code and other related departments of the **XX** First Nation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Developing GIS policies and procedures, including data standards, quality control procedures and electronic land inventory products.
2. Meet with users to define data needs, project requirements, required outputs, or to develop applications, obtaining and managing necessary GIS resources.
3. Responsible for the collection, conversion, import and export of data from the GIS system including censuses, field observation, GPS, satellite imagery, aerial photographs, and existing maps.
4. Responsible for the daily input and editing of the GIS system, producing maps and graphs, using GIS software and maintenance of hardware, plotter, etc.
5. Responsible for compiling file management requirements for GIS data from maps, databases and other sources.
6. Provide technical expertise relating to asset management.
7. Ensure that quality assurance on new or revised data conforms to applicable standards or policy.
8. Provides regular status reports on GIS system, highlighting issues requiring attention and evaluating technological advances and promoting the usage of appropriate technology and application.
9. Provides input into the annual work plan for the Land Governance office.
10. Performs other GIS duties as assigned.

AUTHORITIES & CONFIDENTIALITY:

The GIS Technician is expected to be familiar and comply with the expectations of confidentiality as outlined in the **XX** First Nation Policy Manual and in the Privacy legislation, including but not limited to:

- Information obtained through the Land Governance Office, Land Code Committee, Council and/or Membership
- Compliance with all laws and policy developed under the **XX** Land Code
- Delegated authorities according to the **XX** Land Code

KNOWLEDGE AND SKILLS REQUIRED:

- Experience in analyzing spatial data in a first nations or municipal environment and translating client requirements into appropriate GIS reports and thematic maps
- Knowledge of modern GIS tools and methodology for first nation or municipal use
- Knowledge of SQL Databases and ArcGIS Enterprise Server is an asset **[add other FN data sets or unique programs]**
- Strong organizational, time management and interpersonal skills
- Skill and knowledge usually attained by successful completion of a Post-Secondary degree or certificate program, and at least 3 years' experience; or an equivalent combination of skill knowledge and experience
- Knowledge of data sharing agreements and grant applications with external agencies such as federal, provincial, municipal, other first nation governments or relevant organizations
- Knowledge of similar program delivery in the context of first nations culture and history
- Excellent oral and written communications skills
- Advance knowledge in computers and ability to read legal survey plans
- Ability to maintain strict confidentiality
- Ability to use tact and good judgment in dealing with sensitive and complex issues
- Willingness to travel for field work or meetings on occasion, must possess and maintain a valid Driver's Licence (Class 5)