

GIS COORDINATOR

EXEMPT OR UNION: Union**SALARY LEVEL:** Grid 1, Band 18 (Under Review)**LOCATION:** Field Road Office**APPROVED BY:** Manager, IT & GIS*Replaces: GIS Coordinator***DEPARTMENT:** Corporate Services**DIVISION:** IT and GIS Services**SUPERVISOR:** Manager, IT and GIS**UPDATED:** July 2026*PREVIOUS VERSION:* May 2021

SUMMARY: Under the general direction of the Manager, Information Technology and GIS (geographic information systems), the GIS Coordinator is responsible for assisting with the administration and development of the Sunshine Coast Regional District's (SCRD) GIS function including maintenance, support and budgeting of hardware and software, development of spatial information databases, and implementation of organizational mapping services while working with information systems specialists to integrate GIS applications with SCRD business systems. The GIS Coordinator plans, executes, administers special projects and directs the day-to-day activities of GIS staff.

KEY RESPONSIBILITIES *include:*

1. Develops and implement the GIS strategic plan including establishing deliverables and objectives.
2. Provides technical expertise in the implementation and administration of the Regional District's overall Information Services plan with respect to GIS mapping solutions.
3. Develops partnerships and cost sharing initiatives with government and private agencies that benefit the Regional District.
4. Assists with the development and administration of the capital and operational budgets for the GIS mapping and Civic Addressing functions.
5. Assists with the recruitment of new GIS staff, recommends staffing levels, provides input into performance reviews and job evaluations of existing staff.
6. Determines appropriate methodologies for development and deployment of GIS services in conjunction with internal and external stakeholders to achieve defined goals and objectives.
7. Establishes performance standards for GIS consistent with defined goals and project objectives.
8. Provides daily work guidance of mapping staff and technical oversight of GIS resources.
9. Identifies training needs of GIS staff and other users of GIS services; and develop and deliver appropriate training strategies.
10. Ensures compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.

TYPICAL ACTIVITIES *include:*

1. Develops methodologies for database input and maintenance by staff.
2. Researches service needs, identifies delivery opportunities including configuring software and data, developing partnerships with private or public sector partners, and/or by applying for grants.
3. Identifies opportunities to improve administrative efficiencies and mapping application supports.
4. Assesses training needs of GIS mapping staff and other users; designs and delivers training

- modules and organizes training programs within budgeted limits and managerial approval.
5. Provides day-to-day coordination of GIS staff by prioritizing work, guiding technical requirements, ensuring user needs are met, and maintaining delivery standards.
 6. Produces advanced customization and programming of GIS products such as mapping site development, desk top GIS, and database access applications.
 7. Administers corporate access to external provincial government sites through the BCeID management control system.
 8. Provides tools that process and access property information supplied by BC Assessment/Land Titles.
 9. Ensures security of GIS databases by establishing and implementing access and retrieval procedures.
 10. Consults with SCRD staff and external GIS providers to deploy effective mapping technology for communications and services to target audiences and consistent with corporate plans.
 11. Administers GIS software licensing within capital and operational budgets, and recommends external resources to enhance and maintain services and equipment.
 12. Provides support and is a member of the Emergency Operations Centre (EOC) Team, as needed.

FORMAL EDUCATION AND TRAINING

- Bachelor's degree in information technology supplemented by completion of an advanced diploma in Geomatics/GIS or acceptable equivalent from a recognized post-secondary institution.
- Completion of managerial and administrative courses from a recognized training institute or organization along with a knowledge & understanding of Surveying &/or Engineering, **preferred**.
- Minimum five (5) years of progressively responsible experience at an advanced technical level designing and implementing GIS applications and spatial database technology, including at least two (2) years of experience in a local government setting. Valid BC Class 5 driver's licence

OTHER SKILLS/KNOWLEDGE

- Demonstrated team leadership and project management skills.
- Demonstrated organizational skills, including the ability to prioritize for the short and long term and to advance multiple projects.
- Demonstrated ability to design and present training modules and information sessions for GIS staff and services users.
- Demonstrated ability to communicate effectively, orally and in writing, including the ability to communicate complex technical ideas clearly and concisely to technical and non-technical users.
- Ability to work effectively as a member of a business team.
- Knowledge and understanding of legal requirements relating to software licensing, copyrights, and privacy.
- Ability to identify issues with current operations, trends in information management and opportunities for enhancement of services.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- May be required, on rare occasions, to work in the field to collect GPS locations for mapping purposes