

## Who We Are

PRMS is a regional organization providing planning, safety code and GIS services to 24 member municipalities across over 4 million hectares in east central Alberta. Our Municipal membership is diverse, ranging from large rural counties to small villages, and everything in between.

## Benefits of Joining PRMS

- ✓ Diverse work: training, asset management, data management, planning and development, creation of new GIS tools.
- ✓ Opportunity to work with a variety of people: public works, planners, engineers, municipal admin.
- ✓ Opportunity for creativity in your work
- ✓ Competitive Salary (\$75k+ for this position) & Benefits
- ✓ Work-life Balance (every second Friday off)
- ✓ Casual internal work environment

## The Opportunity for You

Palliser Regional Municipal Services (PRMS) is seeking a qualified Geographical Information Systems Coordinator to join our team working out of the PRMS office in Hanna, AB. The GIS Coordinator is responsible for delivering diverse GIS services with a focus on standardization, empowering staff, and advancing regional initiatives. This role involves training municipal personnel, developing GIS tools for the PRMS webmap and managing data related to the webmap (civic addressing, infrastructure, and planning). The position is well-suited for candidates with a background in GIS technologies, field data collection, or maintenance of infrastructure with a strong emphasis on record-keeping. The primary duties for this role are:

- Offering assistance and training to municipal staff in utilizing the Palliser webmap, mobile app, and asset management modules and processes.
- Collaborating with municipal staff to design innovative GIS webmap tools and streamline processes.
- Collaborating with planners and municipal staff to generate maps for planning projects.
- Sustaining civic addressing, Point of Interest (POI), and road network data for member municipalities.
- Acting as a representative for members on the AMDSP board. Preparing data for the new AMDSP submission system and NG911.
- Researching and applying for grant opportunities

## Qualifications

The successful candidate may have a degree in Geographical Information Systems (GIS) or previous experience using data collection software or digital records keeping for assets.

Further, the candidate will possess the following qualities:

- Experience using webmaps, mobile data collection software, spreadsheet management, professional GIS programs (Esri, QGIS, etc.), and the ability to quickly learn new mapping software.
- Understanding of field data collection and good data management practices.
- Field experience working with municipal type assets such as water, storm, sanitary, facility or roads is considered an asset.
- Strong public relation, communication, and presentation skills including the ability to train municipal staff in webmap use, and train field workers in data collection.
- The ability to work independently with limited supervision.

## Contact Details

Qualified candidates should submit a letter of interest and resume outlining their experience and qualifications to the attention of the undersigned:

**Devin Diano, CEO/Director of Planning**

P.O. Drawer 1900, Hanna, Alberta. T0J 1P0

Phone: (403) 854-3371 - E-mail: [ddiano@palliserservices.ca](mailto:ddiano@palliserservices.ca)

We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. **The Position will remain open until a suitable candidate is selected.**