

# FULL TIME EMPLOYMENT OPPORTUNITY GIS TECHNICIAN



An excellent career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

We are looking for the following positions to complement our Legislative Services Division:

## GIS Technician (2 Vacancies)

- 1 position located in Huntsville (37 Main St E)
- 1 position located in Lake of Bays (1012 Dwight Beach Rd, Dwight)

The GIS Technician, under the general direction of the Manager Corporate Information, will be responsible for creating, verifying, and updating spatial and tabular GIS (geographic information systems) data for all corporate municipal departments. The Technician will develop queries, perform analysis and data joins, produce hard copy maps, web map applications, story maps and dashboards using the ESRI ArcGIS suite of software to meet needs of staff, council, and the public. The Technician will also create and maintain documentation on GIS spatial and tabular datasets, processes, procedures, and training material. They will also assist with the administration of the 911 civic addressing program to review new civic addressing and road name needs during development approvals.

The ideal candidate will hold a diploma or degree in GIS, Geomatics, Geography, Computer, Environmental Science or related discipline with a minimum of 2 years of GIS experience including experience with geospatial technology tools and methods, geographic concepts, cartographic principles and data models. Hands on experience and training with ESRI ArcGIS Desktop and ArcGIS Online suite of tools, such as ArcMap, ArcPro, ArcGIS Online, Story Maps, Dashboards, Web Map Applications is an asset. Strong interpersonal and communication skills and the ability to work effectively and diplomatically with a wide range of personality types coupled with a strong political acuity is required. Expertise and excellence in both written and verbal communication are also required. The successful applicant must also be proficient in the use of MS Office applications such as Excel, PowerPoint, Word, Teams and SharePoint, and able to learn the use of additional software applications in-use by the Town. A valid G-class driver's license and access to reliable transportation is also required. Periodic travel is required between Huntsville and Dwight office locations.

The salary range for this position is \$57,457.40 to \$63,336.00 based on a 35-hour work week and includes a comprehensive benefit plan.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation, we will work with you to meet your needs. Qualified applicants are invited to submit a resume and samples of their GIS work to the undersigned by March 15, 2024.

## Human Resources Department **GIS TECHNICIAN Competition**

Town of Huntsville, 37 Main Street East

Huntsville, ON, P1H 1A1

[hr@huntsville.ca](mailto:hr@huntsville.ca)

*We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.*