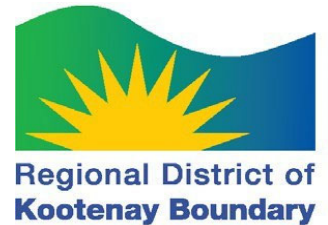


JOB DESCRIPTION

GIS Student



DEPARTMENT:	<i>Planning and Development</i>
PRIMARY LOCATION:	<i>Trail Administrative Building</i>
REPORTS TO:	<i>Manager of Planning and Development</i>
EMPLOYEE GROUP:	<i>CUPE</i>

JOB OVERVIEW

Reporting to the Manager of Planning and Development, the GIS Student is primarily responsible for undertaking a project to prepare the RDKB street address data for Next Generation 911 (NG911). The student will also provide support to GIS staff with routine GIS tasks.

RESPONSIBILITIES

- Undertake a project to spatially adjust, review and validate street address and other data in preparation for NG911.
- Assist with developing new data and webmaps for Planning and Emergency Services.
- Provide assistance with routine data entry, editing and mapping.
- Assist with the operation of the Planning and Development Department.
- Conduct site visits and field surveys as necessary.
- Other related duties as assigned by supervisor and/or the Manager of Planning and Development.

SELECTION CRITERIA

The required qualifications, experience and training for this position include:

- Completion of at least one year of an Advanced Diploma of Geographic Information Systems (ADGIS) and/or equivalent post-secondary GIS specific qualifications.
- Knowledge of the Esri suite of software products and Microsoft Office suite.
- Valid BC Driver's License.

The required knowledge, skills and abilities for this position include:

- Passion for GIS and mapping.
- Self-motivated and well organized.
- Excellent oral and written communication skills.