



## GIS Assistant (Temporary/Full-Time)

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### Information Services Department

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen (“RDOS”) covers an area over 4,000 square miles and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys. The RDOS has an exciting career opportunity for a temporary GIS Assistant.

Reporting to the Information Services Manager, the GIS Assistant will produce digital, graphical and descriptive mapping products in compliance with standards of quality and presentation through the use of GIS. The incumbent will assist more senior technical staff by completing basic map making, data capture and data conversion. The duties include but are not limited to:

- Performs input of spatial and attribute data from various sources for use in projects.
- Follows data management policies and standards to ensure the integrity of spatial and attribute data.
- Performs detailed mapping requests from various stakeholders.
- Identifies anomalies and errors and resolves basic problems.
- Conducts basic compilations and output formatting of data.
- Presents data in standard maps and graphic formats.
- Communicates project objectives, plans and status to the department.
- Maintains required data management and project documentation to required standards.
- Performs other duties as required.

#### QUALIFICATIONS:

- A minimum of 1 year post-secondary education in a geography or GIS program.
- Knowledge of contemporary GIS Software including ArcGIS Desktop.
- Knowledge of cartographic principles.
- Basic knowledge of geo-processing.
- Ability to communicate in a courteous and tactful manner.
- Ability to establish and maintain effective working relationships with staff.
- Ability to write clear and concise documentation.
- Ability to quickly learn new concepts and techniques.
- Ability to quickly diagnose and troubleshoot problems.
- Ability to work on a number of concurrent tasks within a reasonable time period.
- Ability to work independently and efficiently, with limited supervision.
- Ability to pass and maintain a criminal record check.

This temporary, full-time position (September 2 – December 23, 2014) is included in the BCGEU bargaining unit. Bi-weekly wages for the position are \$25.46 per hour, Pay Grade 3, plus 14% in lieu of benefits, pension, vacation, and statutory holidays.

Qualified individuals are invited to submit their applications by **4:30 pm, August 4, 2014** to:

Human Resources Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: (250) 492 0237 Fax: (250) 492-0063; Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.*