



GIS/IT Assistant

Temporary Full-Time
(undetermined period of time due to medical absence)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a temporary full-time GIS/IT Assistant to provide coverage for an undetermined period of time due to medical absence.

Reporting to the Information Services Manager, the GIS/IT Assistant position will be responsible for producing digital, graphical and descriptive mapping products in compliance with standards of quality and presentation through the use of GIS. Assists more senior technical staff by completing map making, data capture, data conversion and quality assurance. Provides basic level IT support to staff and Directors.

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.
- Knowledge of geo-processing.
- Knowledge of Windows and Android operating systems.
- General knowledge of Microsoft Office suite.
- 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.
- Valid BC Driver's License.

This temporary full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$28.97, Paygrade 4, plus 14.5% in lieu of benefits.

Qualified individuals are invited to submit their applications quoting **Competition No. 18-28E** by 4:30 pm, Friday, July 13, 2018, 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