

<b>Job Title:</b> GIS Analyst		<b>Pay Grade:</b> 7
<b>Department:</b> Information Systems		<b>Reports To:</b> Senior Manager of Information Systems And GIS
<b>JJE Maintenance Review Date:</b> July 2029	<b>Content Last Updated:</b> August 2025	<b>Position(s) supervised:</b> N/A

### JOB SUMMARY

The GIS Analyst creates, modifies, and analyzes digital GIS databases associated with land use and environmental planning; creates mapping products for a variety of purposes; and provides expertise, assistance and training to Comox Valley Regional District staff, public, consultants, and external partners in the use of GIS technology for natural resource, property, and utility information, mapping, and analysis.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Develops and executes spatial analysis and presentation projects that integrate data from diverse sources. Develops spatial and attribute databases used in spatial analysis processes.
2. Conducts research on geographic database matters and updates departmental databases as required.
3. Develops analysis methodologies for data from different organizations.
4. Maintains utility and service layers for engineering services branch.
5. Maintains fibre optic conduit layers for information systems dept.
6. Responds to enquiries from the public, staff, and elected officials with respect to various geographic and mapping issues.
7. Supports planning staff in the collection and application of digital GIS data associated with site assessments carried out under the sensitive habitats memorandum.
8. Builds custom modeling/analysis techniques for mapping requests.
9. Develops mapping products for public hearings, open houses, and committee and board meetings.
10. Assists the Senior GIS Analyst in coordinating contracts for spatial data capture and analysis projects.
11. Assists in providing GIS contracted services to member municipalities.
12. Assist with Cityworks data management for vertical and spatial data.

13. Undertakes other assigned duties as required.

**REQUIRED EDUCATION & EXPERIENCE**

- Undergraduate degree – four years, or equivalent. with specialty in GIS or other related geospatial field of study.
- Over one year, up to and including two years of directly related experience in land use related GIS applications
- Equivalent combination of education and experience may be considered

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid BC class 5 driver's license

**PREFERRED QUALIFICATIONS**

N/A

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Knowledge using ESRI's ArcMap and ArcCatalog for the creation and manipulation of GIS data
- Knowledge of editing and maintaining geodatabases
- Knowledge of GIS database structures and applications
- Knowledge of land use and environmental planning principles
- Knowledge and understanding of SQL programming
- Knowledge of Cityworks Software
- Ability to conduct research, create, manipulate and analyze GIS databases, and produce maps, plans, graphics and other presentation materials from GIS data
- Knowledge of safety procedures and safe workplace practices related to the work
- Ability to communicate and relate to others effectively both orally and in writing
- Communication, interpersonal, organizational, analytical and problem solving skills
- Knowledge of computer applications and software applicable to the work

**EMPLOYEE SIGNATURE**

I have read and understand this job description

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Print Name

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Signature

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Date