



JOB DESCRIPTION

GIS PLANNING SUMMER STUDENT

JOB SUMMARY:

The GIS Planning Summer Student is responsible for assisting the Legislative Services Department with the creation of GIS mapping layers and with data management for planning records.

IMMEDIATE SUPERVISOR(S):

- Clerk/Director of Legislative Services and Planning Associate

SUBORDINATE POSITIONS:

- None

JOB RESPONSIBILITIES:

- a. Assist with the transferring of zoning maps into GIS format
- b. Updating zoning maps to reflect changes, such as zoning by-law amendments
- c. Gather GPS points in the field to create new GIS layers
- d. Digitizing planning records
- e. Assist with data management for planning records
- f. Perform other related duties as directed by the Clerk/Director of Legislative Services or designate

JOB REQUIREMENTS:

Qualifications:

- a. Currently enrolled in full-time studies in an information technology and/or planning related education program at community college or university; and returning to full-time studies in the following school term
- b. Proficiency and experience with ArcGIS and creating GIS layers

- c. Experience in gathering and inputting GPS points into a GIS system
- d. Proficiency with data management
- e. Familiar with Microsoft Office Suite
- f. Experience with AutoCAD is an asset
- g. Interest in municipal government and/or municipal planning is an asset
- h. Valid "G" Class Drivers license, driving record satisfactory to the Township and access to a reliable vehicle
- i. A clear criminal records check

SKILLS

- a. Must be highly motivated to work both independently in the field and within a team, office environment
- b. Must have strong verbal and written communication skills
- c. Must be able to work with minimal supervision
- d. Must be courteous and tactful in dealing with staff and the public

EFFORT

- Normal Workweek – 35 hours (Temporary Full-Time)

WORKING CONDITIONS

- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities
- Considerable periods of sitting and/or moderate walking in the field may be required.

Approved by:

By: _____
CAO

On: _____

Created : February 2015