Interested candidates are encouraged to submit their resume along with a cover letter by email to:

Contact:
Human Resource Department
Attn: Candace Adams, HR Advisor
Email: human.resources@flagstaff.ab.ca
Direct: (780) 384-4100

For the full job description please visit: www.flagstaff.ab.ca

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

Information Systems / GIS Coordinator

Flagstaff County is seeking an innovative and detail-oriented **Information Systems/GIS (Geographic Information Systems) Coordinator** to join our Corporate Services team. Reporting directly to the Corporate Services Director, this position plays a key role in supporting the County's information systems, GIS database, and technology infrastructure.

In this role, you will provide technical assistance to staff and Council members, coordinate with external IT contractors, and work closely with our GIS service provider to ensure accurate, reliable, and accessible information systems.

Key Responsibilities:
Information Systems
- Troubleshoot and maintain hardware, software, and network systems.
- Provide onboarding, orientation, and training for new and existing users.
- Assist with workstation installation and hardware setup.
- Deliver one-on-one or group training to enhance technology use.
- Collaborate with external IT contractors to ensure high-quality service delivery.

Geographic Information Systems (GIS)
- Maintain and update the County's GIS database in alignment with asset management goals.
- Work with internal departments and our GIS service provider to ensure data accuracy.
- Manage GPS data collection systems.
- Respond to internal and external GIS information requests.
- Identify and resolve discrepancies in GIS data.

Qualifications:
- Post-secondary diploma in a relevant discipline (GIS, database management, engineering technology, asset management, or related).
- Minimum of 3 years' related municipal service experience, including 1 year in GIS/database management.
- Proficiency in ArcGIS, GeoMedia Professional, GPS data collection, and Microsoft Office.
- Knowledge of records and information management standards and processes.
- Strong report-writing, organizational, and time management skills.
- Excellent interpersonal skills with the ability to work effectively with stakeholders of varying technical expertise.
- Experience with Laserfiche and knowledge of municipal government processes are assets.

Position Type:	Full Time
Hours of Work:	Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range:	$78,688.22 - $96.776.58 annually
Closing Date:	Open until suitable candidate is found

INFORMATION SYSTEMS/GIS COORDINATOR			
CLASSIFICATION:	Administrative	GRID LEVEL:	Grid A, Level 4
DEPARTMENT:	Corporate Services	SUPERVISOR:	Corporate Services Director
STATUS:	Permanent Full Time	WORK HOURS:	7 hrs/day – 35 hrs/wk

SUMMARY OF POSITION

Reporting directly to the Corporate Services Director, the Information Systems/GIS (Geographic Information Systems) Coordinator will support the Corporate Services Director in managing the County's information systems and GIS database. The individual will support the County's technology infrastructure and provide technical assistance to staff and council members. This role includes system troubleshooting, technology onboarding, user training, hardware setup, and collaboration with external IT contractors to ensure efficient service delivery. As the GIS Coordinator, the individual will work closely with the County's GIS service provider to maintain the County's GIS database system and improve its accuracy.

QUALIFICATIONS

1. Post Secondary diploma in a relevant discipline (GIS and database management, engineering technology, asset management, or other related disciplines).
2. A minimum of 3 years of related experience in the municipal service delivery field with at least 1 year of related experience in the GIS and database management applications.
3. Knowledge of ArcGIS, GeoMedia Professional, GPS data collection, and Microsoft office applications.
4. Proven knowledge of records and information management standards, processes, and terminology.
5. Ability to develop clear and concise reports, correspondence, or other written materials.
6. Strong organizational, prioritization, and time management skills.
7. Ability to communicate and interact well with stakeholders with different levels of technical expertise.
8. Excellent interpersonal skills that support building strong relationships with internal and external stakeholders.
9. Experience in the use of the Laserfiche program is an asset.
10. Knowledge of local government procedures and municipal service delivery is an asset.

KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. **Information Systems**
   a. Demonstrate a strong understanding of all hardware, software, and network operating systems.
   b. Troubleshoot hardware, software, and network systems, addressing all technology-related issues.
   c. Provide orientation and training to new users on the organization's existing technology.
   d. Train staff on effective use and potential applications of existing technology tools.
   e. Deliver individual training and support based on requests from staff and council members.
   f. Assist with the installation of workstations and the setup and connection of hardware components.
   g. Collaborate with external IT contractors to ensure delivery of comprehensive IT services to the organization.

2. **Geographic Information Systems (GIS) database management and maintenance**
   a. Ensure proper database and infrastructure information management processes are in place and are aligned with the County's GIS needs and Asset Management objectives.
   b. Assist and support other departments and internal stakeholders with their GIS needs and access to information.
   c. Work closely with the GIS service provider to maintain the County's database.
   d. Address internal and external GIS information requests.
   e. Work with Municipal Services Department and the GIS service provider to update the infrastructure data and improve the accuracy of the GIS database as new information becomes available.
   f. Use and management of the County's GPS data collection system.

g. Identify and report any discrepancies in the GIS system that are not aligned with the departments' needs, asset management objectives and/or best practices.

h. Responsible for ensuring compliance with Flagstaff County policies, the health and safety program and the human resources guidelines and procedures.

i. Perform any other related duties as requested by the Supervisor.

APPROVED	Date: *July 15, 2025*	CAO Signature: *S. Armstrong*