

Job Information

Job title	GIS Analyst	Job Code: GISANL	Pay Grade: O
Title of immediate supervisor	GIS Coordinator		
Department/Division	IT / Solutions Delivery (GIS)		
Prepared by	Nicola Parfett		
Date Created	Dec 3, 2025	Revised date	

Job Purpose

Performs Geographic Information System (GIS) work to support the ongoing development, administration, maintenance, improvement and expansion of the municipal-wide enterprise GIS. This includes an array of GIS servers, client applications, web services and mobile GIS implementations. Supports senior GIS staff with annual initiatives, operations and maintenance, and provides GIS support across the organization. Independently executes defined assignments and escalates complex issues as required.

Duties and Responsibilities

- Supports and maintains Saanich's enterprise GIS environment, including server, portal, web, and field clients, including service publishing, item management, and security permissions on multiple platforms.
- Performs a variety of GIS work including data compilation and storage, data conversion, geocoding, geoprocessing, topological editing, cartographic output, and report generation. Applies established GIS standards and practices.
- Implements and maintains spatial/tabular data in relational databases ensuring that correct database structure, geometry, and attribute rules are maintained. Performs versioned editing and executes QA/QC checks (topology, domains, subtypes, attribute rules).
- Supports many organization business functions that depend on GIS tools and comprehensive spatial data. This includes configuration of web maps and supporting field workflows.
- Implements scripting and integration workflows to reduce manual tasks, standardize processes, and improve reliability across enterprise GIS data and services.
- Investigates, resolves, and documents GIS issues in a timely manner to minimize service disruption.
- Contributes recommendations to senior GIS staff on service improvements, technology options, and data stewardship practices.
- Supports interfaces between GIS and other corporate systems such as Asset Management.
- Develops and delivers customized GIS training for municipal staff and assists staff in the use of GIS applications and related software.
- Develops, maintains and executes quality control/assurance programs, including review of internally/externally produced data for completeness and accuracy.
- Provides support for cartographic design and GIS output such as map and report production.
- Assists in the evaluation, testing, and demonstration of GIS applications.
- Participates in GIS related software upgrades. Performs test-case execution and document results.
- Prepares and maintains technical documentation including standards and procedure guidelines, user and training manuals, database design, metadata.
- Performs other related duties as required.

Qualifications

- Degree in Geography, Geomatics, Computer Science, or a related discipline with an emphasis to GIS.
- Four years of progressively responsible GIS experience in an enterprise Esri environment.

- Strong knowledge of GIS principles, standards, and methods, including data modelling, metadata, cartography, and QA/QC.
- Proficient with Esri's ArcGIS stack including ArcGIS Pro, ArcGIS Enterprise (Server, Portal), ArcGIS Online, and Field Maps; capable of publishing and managing web/feature/map services and items.
- Proficient with enterprise geodatabases including schema design, topology and versioned editing.
- Proficient knowledge of relational database design and SQL.
- Working knowledge of GIS scripting languages such as Arcade and Python.
- Basic knowledge of FME for enterprise integration workflows.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment. May be required to work non-standard hours to implement changes or provide maintenance functions that cannot be implemented while users are connected to the GIS.