



LONG POINT REGION CONSERVATION AUTHORITY

Employment Opportunity Available

IT/GIS Specialist Full Time, Permanent Position

Long Point Region Conservation Authority is seeking a highly motivated individual for the position of IT/GIS Specialist. Reporting to the Manager of Corporate Services, the IT/GIS Specialist will be responsible for all aspects of the computer operations.

QUALIFICATIONS & EXPERIENCE

- University degree or College diploma specializing in computer science or equivalent
- 3-5 years experience in a Systems and/or Network Administrator role in a small to medium sized company
- Expert knowledge for administration of servers (Linux Ubuntu & Windows)
- Networking experience for wireless and wired (Windows & Linux)
- Experience in hardware and software maintenance for PC workstations
- Programming experience with Python, SQL, JavaScript, etc.
- Experience in network, systems security and website administration
- Strong knowledge of Microsoft Office 365 administration
- Excellent MS-Office knowledge
- Strong understanding of network protocols (TCP/IP, DHCP, DNS, SSH, etc.) and firewalls
- Experience in ArcGIS Desktop Suite, QGIS and GDAL
- Creativity and strong analytical and problem-solving skills
- Demonstrated ability to work effectively and efficiently without direct supervision
- A strong commitment to high quality customer service
- Excellent communication and interpersonal skills, both oral and written
- Ability to self-learn new skills, systems and applications
- May be called upon to work outside of regular working hours in special circumstances
- Valid driver's licence

Key Duties and Responsibilities

Information Technology

- Delivery of high quality IT desk support to all locations
- Setup, configure and secure workstations for both standard and custom configurations.
- Install software packages, monitor software updates and licensing
- Ensure the security of data and computer network
- Maintain data backups of systems
- Administration of file server, accounting server, office 365 and websites
- Train and support staff with new technological implementation (both hardware and software)
- Equipment support, including projectors, cameras and mobile devices
- Assist with configuration and maintenance of telephone and internet services

- Consult with technical staff, vendors & consultants when the causes of related problems are not apparent
- Recommend IT hardware and software requirements for the annual budget
- Purchase approved budget for IT technology
- Other duties as required

Geographic Information System

- Set up user access to data and ensure compliance with related licensing
- Install, configure and update GIS software on desktops
- Process and optimize raster image with scripting tools, such as GDAL for use with desktop GIS and web GIS
- Administration of Open Source Geospatial Content Management System (GeoNode 2.6)
- Liaise with other CA's and government agencies with regard to policy, data and industry standards
- Support GIS users with technical issues
- Troubleshoot various GIS application issues
- Other GIS duties as required

LPRCA offers a comprehensive benefits package including health, dental, vision care, life and disability insurance, membership in the OMERS pension plan and a pass which entitles you to free entry into all conservation areas.

Please forward your resume and covering letter by email only no later than Monday, September 18, 2017 to:

Dana McLachlan

Long Point Region Conservation Authority

Email: hr@lprca.on.ca (Subject line: IT/GIS Specialist)

*We thank all applicants for their interest,
however, only those selected for an interview will be contacted*