



Flagstaff County is recruiting for the full-time position of:

Asset Management / GIS Coordinator

Position Overview: Reporting directly to the Corporate Services Director, the Asset Management/GIS (Geographic Information Systems) Coordinator will support the Corporate Services Director in the implementation of the County's Asset Management Program and management of the County's GIS database and information system. The individual will work collaboratively with the departments and business units to support the implementation of the asset management activities and processes as outlined in the County's Asset Management Policy and Roadmap. 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. This position will also be responsible for overseeing records management operations and developing records management procedures in accordance with applicable laws and regulatory requirements.

Key Responsibilities:

1. **Implement and manage the Asset Management Program:** Coordinate with stakeholders to establish processes aligned with the County's Asset Management Policy, evaluate and maintain records of asset management documents, train department staff on asset management processes, and attend asset management events and report progress to the Corporate Services Director.
2. **Manage GIS database:** Ensure database processes meet County's GIS needs and Asset Management objectives, support departments with GIS needs and information access, collaborate with GIS service provider to maintain and update the database, and address internal and external GIS information requests.
3. **Records management:** Coordinate with Laserfiche provider for filing practices and records management systems, oversee records retention and disposal according to schedule, ensure compliance with policies and legislation, and provide training and troubleshooting for records management. Ensure compliance with County policies, health and safety program, and HR guidelines.

Qualifications:

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

Position Type:

Permanent Full-time

Hours of Work:

Monday to Friday, 7 hrs/day—35 hrs/wk

Salary Range:

\$76,426.02—\$93,994.35 annually

Closing Date:

Until a suitable candidate is selected

Why Work With Us: At Flagstaff County; we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

Flagstaff County's Vision and Principles:

Vision: At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Principles: Our Council has established three fundamental principles that guide our actions and decision-making **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

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

Contact:

Human Resource Department

Email: Human.Resources@flagstaff.ab.ca

Direct: (780) 384-4100

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



ASSET MANAGEMENT/GIS COORDINATOR

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|-----------------|---------------------|-------------|-----------------------------|
| 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 Asset Management/GIS (Geographic Information Systems) Coordinator will support the Corporate Services Director in the implementation of the County’s Asset Management Program and management of the County’s GIS database and information system. The individual will work collaboratively with the departments and business units to support the implementation of the asset management activities and processes as outlined in the County’s Asset Management Policy and Roadmap. 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. This position will also be responsible for overseeing records management operations and developing records management procedures in accordance with applicable laws and regulatory requirements.

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.

- I. **Asset Management Program implementation and management**
 - a. Coordinate with internal and external stakeholders to implement the appropriate business processes and systems outlined in the County’s Asset Management Policy and Roadmap.
 - b. Evaluate business processes alignment with Asset Management Policy and Program objectives and identify challenges as implementation occurs.
 - c. Maintain and keep records of asset management documents and information such as levels of service, risk assessments, and other related documents.
 - d. Assist and train department staff on asset management processes and their role in collecting and using data.
 - e. Attend and coordinate asset management events such as asset management team meetings, levels of service, and risk assessment sessions.
 - f. Assist in preparation of various reports for asset management maintenance operations.
 - g. Report progress and provide solutions for implementation challenges to the Corporate Services Director.
- II. **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.

3. **Records management (Laserfiche)**

- a. Work with County's Laserfiche provider to coordinate and assist with filing practices, use automated records management systems and records retention requirements.
 - b. Effectively coordinate the retention and disposal of records as per the records retention schedule on an annual basis.
 - c. Monitor compliance of records management with current policies and legislation.
 - d. Assist with records management training and troubleshooting with the assistance of County's Laserfiche provider.
4. Responsible for ensuring compliance with Flagstaff County policies, the health and safety program and the human resources guidelines and procedures.
5. Perform any other related duties as requested by the Supervisor.

APPROVED

Date: March 15, 2024

CAO Signature: S. Amotising

March 15, 2024