PREO GIS Data Technologist
Temporary Assignment January 2, 2018 – December 31, 2018
Open

Who we are
The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. Together we lead change by building modern services that put the needs of electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency.

Join our team
The Election Readiness division is seeking an individual in our Scarborough location who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

Within the PREO (Permanent Register of Electors for Ontario) team working as a PREO GIS Data Technologist you will providing GIS, mapping, data processing and field support services.

If you are an enthusiastic individual with geospatial experience that can support the Permanent Registry of Electors for Ontario then consider this exciting and challenging opportunity.

What you can expect in this role
Reporting to the Manager, PREO you will:

- use a computer workstation, GIS and database software, and other related technologies to maintain PREO data, including electors, addresses, electoral districts and polls, places, street segments, and similar data.
- analyze, compile, and apply changes to PREO data, and ensure the validity, relevance, quality, coverage and currency of information contained in PREO.
- define, generate, distribute and track event and non-event PREO products, in print and electronic form.
- provide support and guidance regarding PREO information, products and services to PREO stakeholders, including Elections Ontario staff, partner agencies, election officials and their staff.
• perform quality control checks on event and non-event PREO data and products.
• troubleshoot data errors, omissions, conflicts or inconsistencies.
• participate in the administration of provincial general elections, by-elections and referenda.
• respond to general and technical telephone inquiries from the Returning Officers and their staff regarding information for an electoral event or as required.

Qualifications

• Post-Secondary degree/diploma in Geography, GIS, Geospatial or related discipline, plus 1 to 2 years of related experience in geospatial industry
• Demonstrated knowledge of and experience in the application of data and database management software and peripherals to operate a workstation for the processing, maintenance and dissemination of data and products
• Knowledge of and experience applying GIS, mapping/cartographic terminology and tools in an automated geographic environment
• Ability to understand the relationship between electors, addresses and physical geography with respect to the maintenance of the permanent register
• Strong written and oral communication skills
• Experience dealing with stakeholders, clients and members of the public
• Excellent analytical and problem solving skills and ability to pay close attention to detail and adhere to strict deadlines
• Demonstrated ability to perform in a busy, changing, multi-tasking work environment
• Ability to work well in a team environment
• Must be legally entitled to work in Canada

Compensation

Salary Band: $59,152 to $75,838 per annum
Hiring Range: $59,152 to $67,495 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting File # EO-2017-124 to hr@elections.on.ca no later than November 28, 2017.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: November 22, 2017