

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenfiseró:tens Ne Onkweshón:'a Rotiio'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	Geographical Information Systems Manager
Division:	Information Management
Reports To:	Director of Information Management
Name of Incumbent:	TBD
<p>Purpose: Under the supervision of the Director of Information Management plays a key role in providing services to internal and external clients through the use of geographical information systems (GIS) and maintains GIS data according to corporate and industry standards via the integration of various GIS tools.</p>	
<p>Cultural Identity Attributes: A logical, systematic individual working in a specialized or technical area of business that enjoys challenging situations and has the persistence to see a job through completion. Is organized, accurate, shrewd, assertive, self-reliant, and a self-starter.</p>	
<p>Roles & Responsibilities:</p>	
<p>GIS Projects Manager</p> <ul style="list-style-type: none"> Identify and develop geo-based projects Direct and manage projects using project management tools Develop Business case and project charters for special projects Develop GIS strategy through consultation with IM Director, Subject Matter Experts and stakeholders Develop internal and external relations to discuss the needs of other entities within the MCK may at times require consultation with the community. Perform business analysis and conduct research to gain insight into the required areas and requests 	
<p>Geo Database Designer</p> <ul style="list-style-type: none"> Design and manage the development of a geo-database Integration of new data into enterprise GIS system Manage and maintain datasets and corresponding metadata for MCK departments and units Manages the evolution of the GIS system and the GIS mobile applications Facilitates map creation and sharing Create and maintain a cartographic map products catalogue Inform and educate potential clients 	



GIS Operations Manager

- To direct the effective performance of the GIS department based on the strategy and established goals & objectives.
- Executes the strategies operating plan, activities and to meet the goals of the GIS department
- Conducts business analysis as appropriate
- Designs and implements systems and practices that will foster streamlined communication and decision-making
- Collaborate with clients regarding budgets for GIS activities
- Maintain and monitor GIS departmental budget
- Facilitates the resolution of issues within the GIS operations
- Acts as immediate supervisor over all GIS staff
- Coordinate activities with other IM departments depending on project technical needs.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Determines user access for cartographic catalogue
- Gives the final approval of metadata design
- Determines project priority
- Determines appropriate processes
- Determines the GIS department budget requirements, its preparation and management;
- Decides on performance and objective requirements for direct reports.

Accountability:

- Project completion
- Ensure geo systems data and metadata is accurate and up to date
- To provide the Director of IM with reports and regular updates
- To periodically update operational knowledge of the ESRI product suite
- Conducting business with internal and external clients in a tactful, discrete and courteous manner
- Maintain confidentiality
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives



Education & Experience:

- Bachelor's Degree in Civil Engineering, Urban Planning, or Geography, plus three (3) year relevant experience

OR

- DEC in Civil Engineering Technology, plus five (5) years relevant experience

OR

- High School diploma, plus ten (10) years relevant experience

AND

- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

Knowledge, Skills, Abilities and Other Attributes:

- Thorough knowledge of data creating, geo-processing, and geo-databases
- Extensive knowledge of GIS mapping systems, databases, and spreadsheets
- Proficient in map compilation, graphic design/layout, research and formal writing
- Excellent cartographic knowledge and skills (projections and data) and ability to interpret legal surveys, registered plans and sub-division drawings
- Basic technical knowledge of all physical services infrastructure including roads, storm sewers, sanitary sewers, municipal drains and water distribution
- Ability to design special purpose maps, and system plans using Auto CAD Civil, Auto CAD Map, ESRI Arc GIS, Asset Management systems software, spreadsheets and databases
- Strong oral and written communication skills including superior report writing and the ability to present complex information in an understandable format and manner to stakeholders
- Excellent presentation skills, analytical, organizational and interpersonal skills
- Superior computer proficiency/literacy, specifically with Windows based systems and networks, proficiency in formulating query expressions using SQL syntax and GIS concepts and software
- Ability to work both independently and/or in a team setting and with a high degree of accuracy and reliability
- Ability to effectively deal with clients and to handle multiple and competing priorities
- Knowledge and practical experience with surrounding municipal government responsibilities and best practices
- Willingness to take courses related to the aspects of the position
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five day workweek and normal office environment;
- Occasional overtime may be required in order to meet project needs;
- Moderate stress and productivity pressure associated with managing multiple projects

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Competencies:					
Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		
Commitment Statement:					
I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.					
Signatures:					
Employee's Signature: _____					
Supervisor's Signature: _____					
Director of Human Resources: _____					