



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Employment Opportunity

GIS & Civic Addressing Manager

Permanent Full-time – Pay Level 4 (\$60,754- \$76,466)

The County of Annapolis is currently seeking a GIS & Civic Addressing Manager to join our Planning and Inspection Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

GIS & Civic Addressing Manager shall be responsible for the Municipality's civic addressing system, initiates road naming processes, prepares technical reports, provides Geographic Information System (GIS) support and assistance to employees, oversees work on all special mapping projects, assists external groups, agencies, and individuals with the printing of large scale maps, regularly reviews and familiarizes themselves with the Municipality's Road Naming and Community Boundary Adjustment Policy, reviews requests for road names, prepares forms, applications, and brochures concerning civic numbering and the civic number address system, completes fieldwork to locate and GPS certain properties, buildings, structures, roadways, and infrastructure assets, supports Annapolis County Regional Emergency Management Organization, assists municipal partner agencies with the development of datasets and the creation of technical or specific purpose maps, provides daily support, leadership, coaching and mentoring to all mapping and GIS staff under their direction, prepares reports and presentations, and carries out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess as a minimum, a degree or diploma in planning, Geographic Information Systems, engineering technology, or similar educational program, or a combination of these educational requirements and lived experiences that meet requirements. Additionally, the candidate must have a minimum of five (5) years' experience working in a GIS environment involving both office computer and field work environments.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on January 29, 2025

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

