

GeoInformatics Specialist



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of ***GeoInformatics Specialist!***

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Reporting to the Manager of Information Technology, the GeoInformatics Specialist is a senior role responsible for the administration of the ArcGIS Enterprise, ArcGIS Portal and ArcGIS Online environments. As data custodian, this position is responsible for quality control of all GIS work and for the integrity of the enterprise geodatabase. This role serves as the Operational Team Liaison for our team of GIS Technicians, ensuring that all GIS work is prioritized and performed to a high standard.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Administer ArcGIS Enterprise Server and geodatabases;
- Administer Portal for ArcGIS, ArcGIS Online and deployed web maps and applications;
- Build and deploy web maps and applications;
- Train Municipal staff on use of web maps and applications;
- Conduct quality assurance checks on all data published to the enterprise geodatabase;
- Prioritize all incoming GIS requests, assign tasks to GIS Technicians and ensure proper completion of the work;
- Perform scheduled database maintenance tasks and data imports/exports;
- Provide guidance and mentorship to GIS Technicians and GIS summer students;
- Advise Manager of IT on technical and budgetary items related to GIS;
- Serve as GIS subject-matter expert.

Candidate Profile

Education and Experience

- Diploma in Geographic Sciences – Geographical Information Systems (GIS) or equivalent education;
- 2 or more years of GeoInformatics experience with experience managing ArcGIS Enterprise, Portal for ArcGIS and ArcGIS Online environments;

Knowledge, Skills, Abilities

- Knowledge of GIS principles, data management standard practice, graphic design, statistical methods and cartography;
- Intermediate to Advanced knowledge of Database and Spatial Database Management, SQL Server, and Multiuser Database Management;
- Intermediate to Advanced knowledge of ArcGIS Server Manager, ArcSDE, Portal for ArcGIS administration and ArcGIS Online administration.
- Intermediate knowledge of Python programming, ArcGIS Model Builder, and ArcGIS for Flex;
- Intermediate knowledge of computer applications within a Windows environment;
- Superior organizational, analytical, research, troubleshooting, project management & decision making skills and communication skills;
- Experience in a municipal government setting would be considered an asset

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$38.89/hr - \$46.39/hr) of the Municipal Pay Band. An additional \$2.71/hr will be paid for the additional duties as Operational Team Liaison. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some weekend and evening hours may be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday December 19, 2025**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

