

**TITLE: ELECTORAL GEOGRAPHIC SPECIALIST****CLASSIFICATION: STO 18****JOB OVERVIEW**

*Reporting to the Manager, Electoral Geography, the Electoral Geographic Specialist is relied upon to maintain the currency, accuracy and completeness of Election BC's (EBC's) mission-critical geographic information system and cartographic products and services.*

**ACCOUNTABILITIES**

## Program Operations

1. Provides recommendations and status reports to Manager, Electoral Geography, and regarding all aspects of the Electoral Geography program framework, policies, operations and issues.
2. Updates GIS databases<sup>1</sup>:
  - a. To maintain the currency, accuracy and completeness of EBC's mission-critical Integrated Electoral Atlas (i.e. a proprietary GIS which includes spatial and attribute data of BC roads/streets, features,<sup>2</sup> boundaries,<sup>3</sup> addresses and other related data) to support the verification and maintenance of voter's list address records and the creation of EBC's information products.
  - b. To integrate substantive changes (e.g. change boundaries, redistribute voting areas, etc.) according to established statistical and geographic guidelines and technical standards.
  - c. To resolve address-related data anomalies and ensures the currency, accuracy and completeness of information products including the street index, address registry, etc.
  - d. To integrate large datasets from external agencies (e.g. ICBC, Elections Canada, etc.): initiates and monitors batch processing and other system operations, identifies issues, performs trouble-shooting, escalates unresolved issues to IM/IT internal/external service providers and/or data providers, or provides options and recommendations to the Manager.
3. Conducts GIS analytical projects and initiatives (e.g. 'what if?' and 'how to' scenarios), and prepares reports and recommendations.
4. Contributes technical expertise to the design, development, evaluation, creation, quality assurance and distribution of geographical electoral information products (e.g. maps, address registry, street index, etc.); and a variety of documents and electronic media including: reports, statistics, etc.
5. Develops and maintains effective working relationships with internal clients (e.g. voter's list program representatives), external clients (e.g. users of election-related geographic information products), internal service providers (IM/IT) and external service providers (e.g. IM/IT technical services contractors; data providers [e.g. GeoBC, ICBC, other levels of government, and others]).

## Program stewardship

6. Furtheres the continuous improvement of electoral geography program operational policies and procedures;<sup>4</sup> and to the anticipation/mitigation of program or technical-related risks:

<sup>1</sup> By executing batch processes of incoming records from various data providers; or by modifying individual records.

<sup>2</sup> Coastlines, rivers, lakes, buildings, etc.

<sup>3</sup> First Nations and treaty land boundaries, Administrative areas, electoral boundaries, etc.

<sup>4</sup> To: incorporate regulatory changes into program operations; improve the efficiency or effectiveness of program operations; and enhance the alignment between program objectives and outcomes.

- a. Identifies program or technical-related challenges and conducts research<sup>5</sup> and analysis; evaluates options; and prepares recommendations.
- b. Leads and manages projects or project components,<sup>6</sup> as a subject matter expert, throughout the initiation, planning, execution, control, close-out and post-implementation review phases of the project management life-cycle.

#### Expertise and training

7. Participates in internal/external training to expand technical (e.g. GIS) and analytical expertise.
8. Develops and delivers presentations, training and coaching to enhance team members' knowledge and skills and to contribute to the expansion of EBC's electoral geographic capacity.

#### Supervision

9. Involved in the recruitment, training, supervision, coaching, mentoring and the performance oversight of temporary employees.<sup>7</sup>

#### Contracts

10. Oversees the performance of professional services contractors; and verifies/certifies the satisfactory completion of work.

#### Other

11. Performs other related duties:
  - a. Updates documentation related to GIS processes, procedures and workflows and data standards.
  - b. Assists other Elections BC programs as needed.

### **JOB REQUIREMENTS**

#### **Education and experience**

- Bachelor's degree in geography, geomatics or related discipline, and a minimum of 2 years of recent (i.e. within the last 3 years), related experience,\* OR
- An equivalent combination of education and experience, for example:
  - a. Diploma in geographic information systems or related discipline and a minimum of 3 years of recent (i.e. within the last 5 years), related experience,\* OR
  - b. A minimum of 5 years of recent, related experience.\*

#### \*Recent, related experience:

- Using ARC/ESRI GIS applications.
- Capturing, converting, creating, editing and maintaining digital information (e.g. administrative/electoral boundaries, road networks, addresses) in a GIS environment.
- Creating a variety of geographic and descriptive products including; maps, spatial datasets and associated descriptive statistics.

#### Preference may be given to applicants with:

- Experience with address resolution and geocoding.

#### Applicants must be willing and able to:

- Fulfil the requirement to act as a non-partisan representative of Elections BC.
- Work outside normal business hours, occasionally, to meet deadlines.

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<sup>5</sup> Including researching other jurisdiction systems and processes.

<sup>6</sup> Including IM/IT projects

<sup>7</sup> Including co-op students.

**NOTE: Successful completion of security screening requirements of the BC Public Service (a criminal records check) may be required.**

**Knowledge of:**

- Election BC's mandate and priorities.
- Geographic information systems, tools, techniques and data management principles.
- Data management verification, analysis and processing tools and techniques.
- Records management and related information and privacy requirements.
- Contract management; project management; supervision (e.g. coaching, training, mentoring, etc.).

**Skills and Abilities:**

- Written and oral communication , interpersonal skills, and attention to detail.
- Superlative attention to detail and the ability to scrutinize data, identify and resolve anomalies.
- Excellent analytical, problem solving and judgement skills.
- Ability to manage multiple priorities and produce results within deadlines.
- Ability to communicate complex information in plain language to a variety of audiences and ensure it is understood.
- Proficiency with GIS software and the ability to use Microsoft Office software.
- Ability to maintain confidentiality.

**Behavioural Competencies:**

- Analytical Thinking
- Problem Solving/Judgement
- Concern for Order
- Planning, Organizing and Coordinating
- Results Orientation
- Service Orientation
- Teamwork and Co-operation

Link to competency definitions:

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies>