

Working Title Geospatial Distribution Technologist		Name Vacant	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Corporate Service, Geospatial Centre	Ministry AEP
Present Class Technologist 3		Requested Class Technologist 4	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:**

Reporting to the Data Distribution Lead, the Geospatial Distribution Technologist provides a full complement of support skills to the geospatial data team. The role is responsible for the coordination, acquisition, and documentation of geospatial information distribution across the Government of Alberta, agencies, boards, commissions as well as the public. This role ensures that the government and public clients are appropriately supported in a timely fashion.

**RESPONSIBILITIES AND ACTIVITIES:**

Clients require support to determine and acquire geospatial information products in a timely and coordinated manner by:

- following up with requests;
- researching potential products to meet needs;
- keeping contact lists up to date;
- collecting requirements for products;
- communicating potential legal usage constraints.

Analyzes and determines release scheduling and packaging for geospatial products, selects appropriate timing and communication to ensure consistent and reliable service for clients by:

- staying current with new geospatial product offerings and data releases;
- arranging delivery to clients of new products and data releases;
- sending notices of updates and changes;
- tracking records of outstanding product requests.

Engage with subject matter experts and legal support services to ensure liability and risk issues are mitigated by:

- identifying undocumented data or products;
- providing advice and reviewing existing documentation;
- responding to questions and requests from clients;
- leveraging various subject matter experts and team members to escalate and solve complex issues.

Provide support and leadership on geospatial distribution best practices to ensure geospatial assets are properly documented and ready for distribution by:

- maintaining currency regarding applications for geospatial data and products;
- auditing the existing collection;
- providing advice and reviewing records;
- testing new distribution tools and methodologies;
- advocating for improved metadata practices for geospatial data and products.

**SCOPE:**

The position works with Geospatial Distribution Team to support internal and external clients as well as the government’s agencies, boards, and commissions. Reporting to the Geospatial Data Distribution Lead, the position is responsible for finding timely, innovative, and integrated solutions to business related needs. Identifying issues and implementing new and improved solutions and standards requires a strong background in geospatial information, concepts, and best practices. The role requires ongoing learning regarding the government’s geospatial collection of data and products.

**SCOPE:**

The position interacts with a wide variety of clients and vendors with diverse requirements and levels of knowledge. The position is responsible for identifying potential products, explaining product usage constraints, and completing distribution requests. The position is responsible for escalating issues, identifying product and delivery gaps, and ensuring the timely delivery of distribution requests. The role works closely with the divisional team to establish new procedures and resolve administrative and operational issues for clients and vendors.

**KNOWLEDGE, SKILLS & ABILITIES:**

**WHAT KNOWLEDGE - WHY REQUIRED - HOW IS IT APPLIED**

This position requires a technical diploma or degree in a related field that creates geospatial data to ensure there is a basis for providing sound advice, support, and guidance focused on providing clients with appropriate data and products.

The position requires a knowledge and understanding of the GoA's geospatial policies, tools, best practices, and data, in order to support diverse clients and vendors in leveraging these assets and ensuring quality service delivery.

The position requires experience with geospatial metadata, software, online mapping tools, portals, catalogues, mapping and grid systems in Alberta, and geospatial file formats in order to facilitate appropriate guidance and support to clients by identifying appropriate products in a timely fashion.

This position requires excellent communication skills to track and resolve outstanding issues, identify products, and provide support by collecting requirements, completing research, and recommending options.

**CONTACTS:**

This position interacts daily with the Geospatial Distribution Team to ensure the staff aware of current on client requests.

This position interacts regularly with internal and external clients to gather requirements, notify on updates, identify issues, and provide support and advice.

This position routinely interacts with approved vendors, management, IT, and GIS governance bodies to provide advice, capture requirements, and communicate learnings.

This position interacts occasionally with senior management, data management, and Open Government to ensure alignment with GoA standards, policies, and best practices.

**SUPERVISION EXERCISED:**

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:**

N/A