

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: GIS & CIVIC ADDRESSING MANAGER
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4	Approval Date: January 8, 2025

General Job Responsibility

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. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Planning and Inspection Services.

Specific Job Responsibilities

1. Responsible for the Municipality's civic addressing system including accepting requests for new civic addresses or changes to civic addresses by phone, email, fax, or in person which may also include a request forwarded from a building or development permit, determines applicants property and driveway location, reviews applicants site plan and measurement drawings, and upon approval, issues civic number along with a brochure and Civic Address Verification form explaining the importance of posting the number clearly and properly, then uploads the new civic number into the Nova Scotia Civic Address database for use by 9-1-1 emergency system.
2. When a road access area has more than three civic addresses attached to it, initiates a road naming process according to the Municipality's Road Naming and Community Boundary Adjustment Policy, by reviewing the Nova Scotia Geomatics road naming guidelines and process, upon road name approval from Municipal Council then issues an approval letter to road owner and adjacent property owners, and where the road is owned by the Province of Nova Scotia, to Nova Scotia Department of Public Works, and requests that the road owner immediately install a road name sign according to

established rules for public or private roads.

3. Prior to the issuance of any building or development permit by a building official or development officer, prepares a technical report to confirm property information such as location, PID / AAN number, owner's name, verifies civic address or issues a new civic address, determines applicable planning area and zoning, municipal services, municipal streets, and reviews for compliance with Marshland Protection Area legislation and if it is deemed marshland, advises the building official and / or applicant to contact Nova Scotia Department of Agriculture for a decision on proposed development.
4. Provides Geographic Information System (GIS) support and assistance to all Planning and Inspection Services and Municipal Operations Department employees when requested, through the creation and development of general or specialized maps, creation of databases maintaining the attribute and metadata, for such things as future land use maps (FLUM), zoning maps (LUB), streets, sidewalks, streetlights, and water and sewer systems.
5. Oversees work on all special projects within the Department that requires specialized maps or data that is being created ad hoc or non-consistently for special purposes municipal election boundaries, specific property ownership, asset management plans, fire boundary reviews, tax sales, site selection options, tourism and marketing maps, as well as for general statistical purposes like house counts.
6. Assists external groups, agencies, and individuals with the printing of large scale maps, and in rare instances, the creation of specific technical maps or general use maps, for a specific use for which the municipality is a partner organization or supports the groups objectives and purposes.
7. Regularly reviews and familiarizes themselves with the Municipality's Road Naming Policy to ensure the Department is complying with its spirit and intent, and where there is a perceived need to amend the policy, prepares a staff report and recommendation for review by Director of Planning and Inspection Services, who then reviews it for authorization to proceed to Council for a decision.
8. When requests for new road names or road name changes are submitted, reviews the requested road name for similar names in the community or neighbouring communities, and for potential conflicts or confusion with the name, and to ensure the proposed name is not derogatory or inappropriate.
9. Prepares all forms, applications, and brochures concerning civic numbering and the civic number address system to ensure a simple application and decision process, and providing basic educational information to residents to aide with public safety.

10. When required, goes into the field to locate and GPS certain properties, buildings, structures, roadways, assets, or other locations to document and accurately locate information which is then loaded into the Municipality's GIS system for ease of access in the future, including for the provision of map creation.
11. Supports Annapolis County Regional Emergency Management Organization (REMO) with the creation and provision of general and specific maps to aid in the planning for, and activation of emergency plans.
12. Assists municipal partner agencies like Valley Waste, Annapolis Valley Regional Centre for Education, Village of Lawrencetown and others, with the development of datasets, creation of technical or specific purpose maps, and updating and printing of such maps.
13. Provides daily support, leadership, coaching and mentoring to all staff under their direction, ensuring staff are properly trained and resourced, and policies and processes are in place to ensure their effective and efficient implementation through consistent and regular performance management.
14. Prepares reports and presentations for Director of Planning and Inspection Services on various topics and issues during the year as requested.
15. Other duties and responsibilities as may be assigned from time to time by the Director of Planning and Inspection Services.

Qualifications and Expectations

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, with experience in managing projects and people, along with working with diverse and changing software and hardware systems, while developing new and innovative approaches to data collection and management and problem solving, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization that uses ArcMap or similar software, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have strong organization and planning experience including a full and complete understanding of land use bylaws and municipal planning strategies, along with advanced understanding of GIS technology and equipment, be fluent with Microsoft Office, and comfortable working in an environment that has short timelines and high staff and public expectations. This position will

occasionally require work outside of normal office hours including evenings and weekends.