

CAYMAN ISLANDS GOVERNMENT

JOB DESCRIPTION

Job Title: **GIS Development Assistant**

Jobholder: **Vacant**

Reports to: **GIS Manager**

Portfolio/Dept: **EYSA&L
Lands & Survey**

1. JOB PURPOSE

To support and assist in the production of software solutions that provide tools to perform query, analysis and presentation of information, stored within a Geographical Information System (GIS) accessible over the government network.

To assist in the implementation of new alternatives for service delivery as the technology evolves utilising a database-modelling environment that promotes efficiency and ensures data integrity in terms of accuracy and currency.

To assist in the implementation of automated procedures in respect to repetitive functions within the department, to ensure efficiency, consistency and accuracy in all areas of data management, verification and output.

To provide web development support and be responsible for website maintenance; take a proactive role in the support of all desktop systems, peripherals and supplies. Additionally the post holder will be required to coordinate all system data backup and restore, and to liaise with the Computer Services department as necessary.

2. DIMENSIONS

As the central repository for the national geospatial data infrastructure within the IT framework of Government, the GIS is fundamental in supporting a multitude of departmental systems and initiatives. The GIS has the brand identity of Cayman Land Info and provides an important revenue stream for the department. The need for accurate and current information made available to users is critical to their success and therefore places a significant responsibility on the post-holder as part of the GIS Development team.

GIS technology is in use within many government departments and is currently deployed in such diverse areas as Agriculture, Environmental Health and Treasury. The system is such that it is used to significant advantage in planning and in helping to manage and solve many national issues. The strategic importance of GIS technology throughout many areas of government is highly significant.

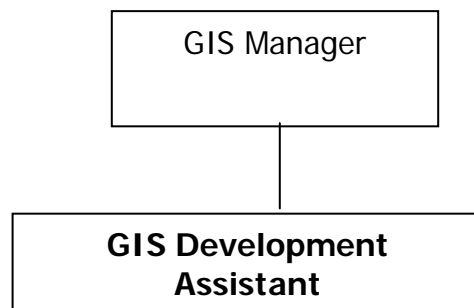
Through implementation of standalone systems and hence sales of data to the private sector, the GIS has become a significant and increasing revenue earner to the Government. This is further exemplified through the management and ongoing strategic development of an e-business departmental website – www.caymanlandinfo.ky.

This post, although having no direct management responsibility, provides support primarily within the Lands & Survey Department, but also extends to hundreds of government and private users. As part of Government's Financial Management Initiative (FMI), the section is responsible for generating revenue streams and works within an output framework for service and product delivery.

3. PRINCIPAL ACCOUNTABILITIES

	Percentage Time Spent
1. To assist in the execution of project development schemas as per the specification provided by the GIS Manager and to help document all program modules, procedures and metadata. To manage and maintain the departmental website, including data transfer and QA checks.	45%
2. To have a comprehensive understanding of departmental procedures, data structures, data management and business processes and the effort needed to support them.	25%
3. Coordination of all aspects associated with the best use of desktop systems, peripherals and supplies; and of all system data backups & restores.	10%
4. To provide emergency support to solving minor hardware, software and network problems that may arise and which can be dealt with expeditiously without necessitating technical support from Computer Services.	10%
5. Play an active role in the development of other departmental staff.	10%

4. ORGANISATION CHART



5. BACKGROUND INFORMATION

GIS Development is one of six sections within the Lands & Survey Department. It works closely with the GIS Production unit, but is independent of it. This section provides the expertise and technology to enable and leverage the national geospatial data infrastructure.

Users not on the government network can access the information via www.caymanlandinfo.ky. Private sector users are encouraged to take out an annual subscription to connect to the website, where they can avail themselves of departmental services. Cayman Land Info enables the department to increase its revenue base through sales of data, services and publication ventures.

The department utilises the ESRI ArcGIS software suite. As the data-model, development environment and technology evolves, the post-holder is expected to evolve their skills base and knowledge accordingly.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

The post-holder should possess a degree or equivalent in GIS, Digital Cartography, Geography, or related subject, plus 3 years relevant industry experience, preferably within a GIS mapping environment. Formal training in software and programming techniques applicable to geographical information systems would be regarded as distinctly advantageous. The post-holder should be able to work as part of a project team dedicated to providing integrated solutions to a wide range of users utilising the ESRI suite of products. The post holder should be self motivated, a self starter, and possess excellent presentation and inter personal skills. Additionally, the post holder should be comfortable in the use and troubleshooting of a wide range of computer peripherals, and the issues associated with their best use practice. A good understanding of all aspects of systems administration within a networked client server architecture utilising the Windows 7 & 10 operating system is necessary. The post holder should have proven knowledge and experience in the following areas of specialisation:

- ESRI ArcGIS Desktop software suite level 10 or higher
- ESRI ArcGIS Enterprise software level 10 or higher
- Structured Query Language (SQL)
- Web Development (ASP.NET (C#), PHP, Silverlight, JavaScript, HTML), REST
- Python Scripting
- System administration in a Microsoft Windows networked client-server environment
- Knowledge of Agile Development Methodologies, particularly Scrum
- Proficiency in MS Office Products

Experience in the following areas of specialisation would be advantageous:

- Geodatabase Design and Management
- MS Visio
- Adobe Creative Suite
- Digital Cartographic design & production
- Experience with mobile GIS and GPS tools & technologies

7. ASSIGNMENT AND PLANNING OF WORK

Once projects are identified and prioritised, the post-holder will carry out his task in accordance with the detailed specification and procedures provided. He will report on status of the project to an agreed schedule and document his work in the manner conforming to the department's project management & quality assurance procedures.

8. SUPERVISION OF OTHERS

The post holder does not have any staff management responsibilities however he/she should provide technical guidance to users as needed.

9. OTHER WORKING RELATIONSHIPS

Liaison with Computer Services department will be required to ensure compliance with appropriate protocols, and where needed to facilitate efficient troubleshooting of system problems.

Direct and regular interface with users of GIS data and applications throughout government, whilst assisting in developing their own applications.

10. DECISION MAKING AUTHORITY AND CONTROLS

The post holder's decision making will primarily be technical input and opinion at project development checkpoint meetings. However, the post holder would be expected and encouraged to contribute at any time to the development process as part of the team.

11. PROBLEM/KEY FEATURES

Keeping abreast of advances in GIS technology and IT related issues which may impact on the department's GIS development.

The section requires a focussed approach on each project to ensure timely completion with relatively small manpower resources.

12. WORKING CONDITIONS

Normal office working environment.

Occasionally required to assist with system issues and provide user support outside normal working hours.

**Indicate by 'X' in the appropriate box.
(For on-line purposes only)**

AGREED BY Jobholder Supervisor/Manager H.O.D

Jobholder (CAPITALS):

Signature:..... Date:.....

Supervisor/Manager:..... Date:.....

Portfolio/Department Head:..... Date:.....