



Municipal Assessment Agency
St. John's | Gander | Corner Brook |
Phone: 1-877-777-2807
Email: info@maa.ca
www.maa.ca

GIS Coordinator

Temporary / 35 Hours per Week / Internal Opportunity

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's Assessment Act, 2006. We are responsible for providing property assessment services to over 240 municipalities within Newfoundland & Labrador.

LOCATION: Any Regional Office (St. John's, Gander, or Corner Brook)

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, pension and leave benefits, learning and development opportunities, an employee & family assistance program, and challenging work.

THE ROLE:

The Municipal Assessment Agency is seeking a **GIS Coordinator** within the **Corporate Services** Division.

KEY RESPONSIBILITIES:

Reporting to the Manager, Technology Services this position is responsible for the development, customization, delivery, and maintenance of GIS applications in support of the Municipal Assessment Agency's service to clients. This position ensures GIS principles and methodologies are applied to the Agency's business processes. Within this role, the incumbent will:

- Support current GIS related applications and programs and act as a resource to clients and the organization.
- Coordinate and support the design, development, and delivery of GIS applications to assist in the effective valuation of properties.
- Design, implement, and maintain spatial databases and conduct geospatial analysis.
- Maintain program area databases and statistical indicators.
- Create and facilitate related GIS training for employees and provide ongoing support to end users.
- Prepare reports analysing issues and trends related to current programs and propose program area changes based on organizational impact.
- Investigate problems reported by end users and take appropriate action to resolve problems and minimize impact on production environments.
- Conduct research and provide recommendations on GIS related applications, improvements, and industry related developments.
- Participate and assist in problem solving and creative development of other systems used within the Agency, as needed.
- Coordinate and act as a liaison with aerial imagery service providers and other providers, as needed.
- Participate in process reviews and mapping.
- Perform other related duties as required.

SCREENING CRITERIA:

1. Undergraduate degree in Geographic Information Systems (GIS), Geospatial Science, Geomatics, Geography, or a related discipline (equivalencies will be considered)
2. Experience with GIS software (i.e. Esri Suite, ArcGIS Pro, ArcGIS Online, Survey123, Story Maps)
3. Experience with database management and relational database systems (i.e. SQL and Oracle)
4. Experience with programming languages (i.e. Python/R)

ASSESSMENT CRITERIA:

1. Knowledge of GIS practices
2. Knowledge of relational database management and systems
3. Proficiency with programming languages
4. Stakeholder engagement skills
5. Ability to collaborate within a team environment
6. Ability to effectively exchange information
7. Ability to manage time and tasks
8. Ability to think critically
9. Professionalism

SALARY: \$65,756.60 - \$73,473.40 per annum (CG-37) as per the NAPE General Service Collective Agreement

CLOSING DATE: Sunday, October 18th

Applications, quoting ref: **MAA.GISC.14.2026**, must be submitted to careers@maa.ca

Applicant Information:

- For additional information on this job opportunity please contact Amy Thomas, Human Resources Consultant at amythomas@maa.ca or 709-330-0855.
- The Municipal Assessment Agency values inclusion, diversity, equity and accessibility, and a workplace culture that benefits from varying ideas and lived experiences.
- Accommodations and alternate assessment formats are available upon request at any stage of the recruitment process by contacting careers@maa.ca or 709-330-0855.
- We are committed to providing an inclusive recruitment process with a focus on removing barriers. For common potential accommodations and adjustments during the recruitment process, contact careers@maa.ca. Accommodation information will be kept confidential.
- It is the responsibility of the applicant to submit an application that demonstrates the required screening criteria outlined in the job posting.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.