



Making a difference...together

# Employment Opportunity

## Research Assistant

### *Parks & Environmental Services – Regional Parks*

Competition	19/169
Status	Auxiliary
Hours of Work	Up to 40 hours bi-weekly
Rate of Pay	\$26.11 to \$28.00 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on August 23 <sup>rd</sup> , 2019
Notes	The anticipated length of this term assignment is 12 weeks.

### Summary

The part-time technical assistant supports the Regional Parks and Trails survey program by reviewing, interpreting, and summarizing the spatial context of survey data collected in 2019. The assistant will review locational survey response data and will compile spatial data to build maps utilizing GIS knowledge. The position will also summarize survey response data, use the GIS platform to illustrate public use patterns within the Regional Parks and Trails system, and will provide support to the GIS and survey programs.

### Duties & Responsibilities

- Enters, reviews, and synthesizes tabular and spatial data, and creates graphic outputs (i.e., maps and GIS layers).
- Assists with analysing technical field data and research material for reports and presentations.
- Maintains files, data and digital records related to the survey program.
- Assists with the assembly, collection, digitization, and quality control of the data.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### Qualifications

- At least two years completion towards a degree in a natural science based field, such as Geography, Environmental Science, or Social Science.
- Six month experience in GIS, exhibiting a working knowledge of GIS principles, and experience updating spatial data, tabulating and synthesizing spatial data, and updating cartographic products.
- Ability to digitize and create spatial data using ESRI ArcGIS software.
- Ability to gather research material, review and interpret existing data, and support data analysis.
- Working knowledge of GIS.
- Ability to take initiative, work independently, identify and solve problems, organize, prioritize work and produce results.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) software, and ArcGIS desktop software.
- Good organizational, research, and time management skills.
- Excellent communication (verbal and written).

### Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under “Careers”.

**The CRD thanks you for your interest & advises that only those candidates under active consideration will be contacted.**

