![Haldimand County logo]

VACANCY POSTING

POSTING #: NU-2022-09 **Posting Period: March 11 - 28, 2022**	**EMPLOYEE GROUP: Non-Union** **POSITION STATUS: Temporary Full-Time** *(until approximately December 31, 2022)* **Hours worked per week: 35** *(required to be on-call on a rotational basis)*
Position: DBA and Solutions Analyst **Grade: 6 (under review)** **Wage Range (Jan 2022): $70,449 - $79,246 / annum**	**Department / Division: Financial & Data Services / Innovation & Technology Services** **Location: Cayuga, ON**

WE ARE HIRING!

We at Haldimand County are looking for a dedicated self-starter individual who is passionate about innovation and technology to join our Financial & Data Services team!

At Haldimand County, our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

Joining our team opens the door to a rewarding career as we strive to support the long-term health and well-being of our employees, families, and communities. We are a strong believer in encouraging our employees to contribute to meaningful work that makes a positive difference within our community.

Our dedication to work/life balance, remote work options, flexible working hours, wellness programs, employee recognition programs, competitive salaries, and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

PURPOSE OF POSITION:
Reporting to the Supervisor, Business Solutions GIS & Data, the incumbent will:
- Be responsible for database server activities including implementation, configuration, maintenance, and performance of critical systems, to ensure the availability and consistent performance of the Corporate systems, applications and business solutions
- Ensure the availability, integrity and security of databases
- Assist with developing database standards
- Provide data design and analytics support.

EDUCATION & EXPERIENCE

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- Community College Diploma/Degree relative to area of responsibility (computer programming or other technology-related discipline including database administration and programming)

PLUS

- Up to 5 years current related experience with a minimum of 3 years experience as a SQL Server database administrator or equivalent
- Experience with local government software applications / solutions an asset
- Experience with GIS and ArcGIS Pro an asset.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Thorough knowledge of database concepts and principles with a very strong understanding of Microsoft SQL Server functions and features
- Strong knowledge of SQL Development – ability to write and troubleshoot SQL / T-SQL Code and design (stored procedures, functions, tables, views, triggers, indexes, constraints) - and SSRS to develop interactive reports
- Thorough knowledge of systems analysis methodologies including techniques to facilitate stakeholder participation, gather process and data specifications, document results, design solutions, and communicate findings
- Ability to translate user and business needs and creatively and effectively provide solutions; ability to define database architecture that supports business requirements (i.e. use of SQL tools / reporting services to produce dashboards and reports)
- Excellent communication skills (listening, writing, verbal) to provide clear information to ensure solid understanding of work requirements and work guidelines, to encourage and sustain consensus building to make decisions (must effectively relate technical information to staff who have varying levels of technical expertise)
- Demonstrated project management skills
- Good knowledge of business processes to assist with the development of Division goals and objectives; to assist with the development of Division budgets; to work within approved budgets and to recommend appropriate action to maintain sound financial positions
- Interpersonal skills to establish and maintain relations with others (County staff, peers within other organizations, agencies / organizations) and to resolve technology complaints / issues
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and recommend actions necessary for the effective and efficient operation of technological resources
- Time Management / organization skills to identify priorities, re-arrange work if required and to meet identified deadlines
- Good understanding of municipal government, its operations and services
- Valid Ontario Drivers license and access to a reliable vehicle.

COMPUTER EXPERTISE:

Level 6 - The incumbent must possess current Information Technology certifications to ensure the following abilities

- in-depth understanding of operating systems, networks, LANs / WANs, relational databases, information and communication technologies, etc.
- hardware / software installation, support, etc.
- to interpret the needs of the organization; develop or suggest ways to meet those needs.
- to facilitate in-house training.

Accountabilities / Tasks

Definitions:
CORE SKILLS**:** Skills that the role requires to perform regular job functions
CONTRIBUTING SKILLS: Skills that the role requires on occasion or that assist others to perform their job functions

Database Administration:

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- Develops and maintains procedures and documentation for databases.
- Identifies, evaluates and manages the adoption of appropriate database administration tools and processes, including automation.
- Contributes to the setting of standards for definition, security and integrity of database objects and ensures conformance to these standards.
- Manages database configuration including installing and upgrading software and maintaining relevant documentation.
- Monitors database activity and resource usage.
- Optimises database performance and plans for forecast resource needs.

Data Management:

- Takes responsibility for the accessibility, retrieve ability, security, quality, retention and ethical handling of specific subsets of data.
- Assesses the integrity of data from multiple sources.
- Provides advice on the transformation of data/information from one format or medium to another.
- Maintains and implements information handling procedures.
- Enables the availability, integrity and search ability of information through the application of formal data and metadata structures and protection measures.
- Manipulates specific data from information services, to satisfy defined information needs.

Database Design:

- Develops and maintains specialist knowledge of database and data warehouse concepts, design principles, architectures, software and facilities.
- Assesses proposed changes to object/data structures, in order to evaluate alternative options.
- Implements physical database designs to support transactional data requirements for performance and availability.
- Implements data warehouse designs that support demands for business intelligence and data analytics.

Analytics:

- Applies a range of mathematical, statistical, predictive modelling or machine-learning techniques in consultation with experts if appropriate, and with sensitivity to the limitations of the techniques.
- Selects, acquires and integrates data for analysis.
- Develops data hypotheses and methods, trains and evaluates analytics models, shares insights and findings and continues to iterate with additional data.
- Perform complex research, analysis, and reporting of large datasets.
- Create data dashboards, reports, and visualizations to highlight trends and optimize business process.

Information Security (databases):

- Provides advice and guidance on security strategies to manage identified risks and ensure adoption and adherence to standards.
- Obtains and acts on vulnerability information and conducts security risk assessments, business impact analysis and accreditation on complex information systems.
- Investigates major breaches of security and recommends appropriate control improvements.
- Contributes to development of information security policy, standards and guidelines.

Application Support:

- Identifies and resolves issues with applications, following agreed procedures.
- Uses application management software and tools to collect agreed performance statistics.

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- Carries out agreed applications maintenance tasks.

Systems Installation/Decommissioning:

- Installs or removes hardware and/or software, using supplied installation instructions and tools including, where appropriate, handover to the client.
- Conducts tests, corrects malfunctions, and documents results in accordance with agreed procedures.
- Reports details of all hardware/software.
- Items that have been installed and removed so that configuration management records can be updated.
- Provides assistance to users in a professional manner following agreed procedures for further help or escalation.
- Reviews change requests.
- Maintains accurate records of user requests, contact details and outcomes.
- Contributes to the development of installation procedures and standards.

Relationship Management:

- Implements stakeholder engagement/communications plan.
- Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information.
- Collects and uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management.
- Helps develop and enhance customer and stakeholder relationships.

Include, but are not limited to, the following Contributing Skills:

Project Management:

- Defines, documents and carries out small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases.
- Identifies, assesses and manages risks to the success of the project.
- Applies appropriate project management methods and tools whether predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.
- Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate.
- Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances.
- Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.

Leadership:

- Constructively contribute to the Divisional Management Team and established goals of the Division.
- Constructively contribute to the development of Corporate, Department, Division and sectional goals and objectives, when and as requested / required.
- Ensure that corporate goals and objectives are always in consideration and achieved by those working on a project.
- Develop, implement, and propose improvements to program strategies, plans, policies, procedures and agreements that support successful achievement of the Division's defined goals and objectives. Communicate changes to ensure understanding and adherence by subordinate staff.
- Represent the division at relevant meetings.
- Demonstrate commitment to the Haldimand County code of conduct.
- Practice effective public relations to sustain the positive image of the County.
- Undertake project assignments as directed by the CIO.

All Haldimand County employees are expected to:
- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

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This position requires:
- a current (within the past 6 months) Police Check   **YES** – OPP LE 219
- a pre-hire physical   NO
- COVID-19 vaccine (must be fully vaccinated)   **YES**

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.