



CORPORATION OF THE TOWNSHIP OF SCHREIBER

Job Description

Job Title:	Database Analyst
Department:	Municipal Office
Supervisor:	CAO/Clerk
Last Reviewed:	September 20, 2024

Position Description:

The Database Analyst ensures accurate data handling in TOMRMS, focusing on collection, analysis, and database maintenance. Responsibilities include process improvement, staff training, data security, and supporting decision-making and customer service.

Qualifications:

- 3 years' Business Administration experience an asset, Grade 12 or equivalent
- Demonstrated customer service experience.
- Computer technology skills and experience working with computerized business systems, project management software, websites and social media platforms.
- Valid Class G driver's license.
- Criminal Record Check

Duties & Responsibilities:

- **Data Collection/Entry:** Gather data from various filing systems (e.g., accounts payable, accounts receivable, payroll, by-laws, policies, legal documents, maps such as waterlines, sewer lines, and property surveys) and enter it accurately into TOMRMS (The Ontario Municipal Records System).
- **Data Analysis:** Analyze data to ensure relevance and compliance for destruction, generate reports for stakeholders based on analysis findings, and ensure that data supports decision-making and aligns with regulatory requirements.
- **Database Management:** Maintain and update the database to keep information current and accurate, ensure that the database is easily accessible to authorized users, and regularly perform data integrity checks and updates.
- **Data Security and Privacy Compliance:** Ensure confidentiality of sensitive information, implement and manage firewalls and other security measures, and develop and maintain a disaster recovery plan that complies with the Municipal Act.

- **Process Improvement:** Identify opportunities to streamline data workflows and improve efficiency in data management processes.
- **Training and Support:** Provide training to staff on data management tools and procedures while offering additional support.
- **Project Management:** Deliver insight and support for organizational decision-making in data management processes.
- **Customer Service:** Assist with customer service and internal support, including building permits, lottery licensing, and handling daily mail and bank runs.