



The Corporation of the Township of Schreiber

Employment Opportunity

Database Analyst

The Township of Schreiber, located on the northern shore of Lake Superior, is a vibrant, friendly community where family and community values are appreciated, and lifestyle opportunities are second to none. Residents enjoy a wide variety of recreational activities and a rich cultural heritage. The Township is currently looking to recruit a Database Analyst on a one-year (1 year) contract.

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.

Salary shall be set at \$21.17 per hour with a 35 hour work week.

Please forward a letter of application and resume by email, in confidence, to:

Email: cao@schreiber.ca
Rhonda Smith, CAO/Clerk
Township of Schreiber

This posting will remain open until October 8, 2024, or until a suitable candidate is selected.

All offers for employment will be contingent upon the candidate having successfully completed a criminal background check. If you need employment accommodation, please contact us to provide your contact information. The Township of Schreiber is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Any personal information gathered will be used solely for application selection in accordance with the Municipal Freedom and Protection of Privacy Act.