

BUSINESS SOLUTIONS SPECIALIST

(Part Time, Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.

We are inviting applications from candidates who are driven, collaborative, results-oriented, and are keen on transforming local government service delivery by maximizing the value of the organization's business applications. This is a part-time position scheduled for 18 hours of work per week with a schedule that will be determined in consultation with the successful candidate. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability, and are ready to join one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

Reporting to the Supervisor, Business Applications and GIS, the Business Solutions Specialist is responsible for the long term sustainment and improvement of key business applications and services, project management, business analysis, implementations and upgrades, integrations between existing and new systems, internal client interactions including second tier client support, corporate reporting and visualization of performance measurement indicators. Deployment to other duties may be required from time to time.

Required Skills, Qualifications and Abilities:

1. Completion of a post-secondary degree in computer science, information systems or similar field.
2. Minimum 5 years of recent experience and advanced skills in planning, implementing, sustaining and improving corporate business applications such as Tempest/Prospero, Laserfiche, Vadim, SharePoint, content management systems and other similar solutions. Experience with municipal applications is preferred but not required.
3. Advanced skills and recent experience with managing databases, queries, reports and integration using management, reporting, visualization and ETL tools
4. Knowledge of the security requirements of the BC Freedom of Information and Protection of Privacy Act.
5. Knowledge of modern application development practices, at a minimum sufficient to engage and manage consulting services, coordinate change management activities, and ideally with hands-on development experience.
6. Strong business acumen in project management, business analysis, and change management.
7. Demonstrated experience leading and working within an interdisciplinary team-based environment to improve corporate service delivery
8. Excellent written and verbal communications.
9. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Friday, October 15, 2021