

BUSINESS APPLICATIONS COORDINATOR

(Full Time)

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.

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Business Applications Coordinator to support the IT and GIS Services Department.

This is an exciting opportunity for someone who is driven, collaborative, results-oriented, and keen to transform local government service delivery by maximizing the value of enterprise business applications.

We are looking for an individual who is committed to service excellence, innovation and continuous improvement. Our ideal candidate has experience with projects and initiatives that support organizational transformation and demonstrates a strong passion in applying business analysis to solve technology problems. This position reports directly to the Director of IT and GIS Services and core responsibilities include:

- Leads technology project management, business analysis and supports change management initiatives covering multiple integrated systems across multiple departments and stakeholders to ensure business solutions meet organizational goals and objectives.
- Leads sustainment of business applications, including implementations, upgrades, and enhancements, ensures application security, develops corporate reporting and visualizations.
- Participates in strategic planning, budgeting, and relationship building with internal and external stakeholders.
- Develops business application policies and procedures, participates in software vendor relationship management.
- Works with other departments to ensure business continuity is complemented with IT service continuity to achieve compliance with technological and regulatory requirements.
- Contributes to an environment conducive of effective problem-solving, timely decision-making and critical-thinking.

Required Skills, Qualifications, and Abilities:

1. Completion of a post-secondary degree in computer science, information systems or similar field.
2. Recent experience at progressive levels of responsibility in leading and working within an interdisciplinary team-based environment to improve corporate service delivery.
3. Recent experience and advanced skills in planning, implementing, sustaining and improving key corporate business applications and services such as Tempest/Prospero, Laserfiche, Vadim, SharePoint, content management systems, ArcGIS Enterprise, Geocortex Essentials, and other similar solutions.
4. Recent experience and advanced skills in managing databases, queries, reports and integration using management, reporting, visualization and ETL tools (e.g. TSQL, SQL Server Management Studio, SQL Server Reporting Services, FME, Power BI).
5. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.

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 police information check.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

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. May 17, 2019