



## **Business Systems Analyst (Job #066)**

Cambridge is a thriving city located in Canada's Technology Triangle, a rich industrial heartland of southern Ontario. We are strategically located astride highway 401, and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 129,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining & colourful festivals.

There is an opening for the above position within the Corporate Services Department. Reporting to the Manager of Business Systems, GIS and Development Services, this position is responsible for the following duties:

1. Performs project management activities and system administration dealing with system security, system/module implementation, system development, on-going maintenance for corporate business systems, such as financial systems, Permit Tracking Systems, Document Management systems, and Engineering systems.
2. Coordinates and supervises consultants, performs non-database aspects of Business System upgrades, including application server installation, patches as necessary and initial client installs.
3. Consults with business unit/departments in developing an understanding of the varied and complex business needs supported by Business Systems. Responsible for determining how changing business needs will affect the system. Understands the role of the system in the big picture and provides ideas and recommendations regarding the evolution of the system.
4. Responds to questions and influences the client regarding current and potential system inputs, processes, and outputs. Conducts research and analysis into the nature, effect and results of system problems. Develops detailed business requirements, system documentation, workflow procedures, and data modeling. Negotiates plans, time frames and trade-offs while ensuring client understands the final results of the project.
5. Leads in identifying and evaluating project requirements, analyzes and recommends feasible options, design, develop and/or acquire, test, and implements applications, and sustains information technology solutions to meet business objectives and client needs.
6. Reviews and approves requested system changes, and develops detailed specifications for implementation. Communicates all system changes and issues to management.
7. Participates in the preparation and presentation of system documentation and training materials that provide appropriate educational instruction in the use and capabilities of business systems and related software tools.
8. Co-ordinates and/or provides system training where appropriate.
9. Builds effective relationships with business units to develop a "joint" vision. Acts as a liaison with IT and/or outside vendors as appropriate in support of the Business Systems. Works together with consultants and other Technology Services staff to ensure the client's business needs have been met.

### **Minimum Requirements:**

- Possession of a University Degree in Computer Science or related field, along with Microsoft Certification and experience in PL/SQL.
- Knowledge of the following programming languages: Visual basic, Java, HTML, C#, ASP.Net, PHP.
- Working knowledge of database systems including Oracle RDBMS, Microsoft SQL Server, SAP Hana, and familiarity with other database formats in a Unix and Windows environment.
- Experience with Crystal Report Writer will be essential.
- Previous experience with SAP ERP software solution will be considered an asset.
- Ability to work effectively as a team member and work collaboratively with others in a multidisciplinary team.
- Experience in ITIL service delivery framework is an asset.

The annual salary range is \$76,995 to \$81,832 per annum and a full benefit program is provided. Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week).

We invite qualified candidates to apply for this position by visiting:

<http://www.jobs.net/jobs/cambridge/en-us/search/> by 4:30 p.m., Monday, May 30, 2016.

If you require support or accommodation due to a disability, please contact

[hraccessibility@cambridge.ca](mailto:hraccessibility@cambridge.ca) or 519-740-4680, extension 4446.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519-740-4680, extension 4583.