



Job Posting # JDBAF&A090710

Position Title

Junior Database Administrator
(Contract)

Department

Finance and Administration

Reports to

Manager, Business Operations

Salary Range

TBD

General Accountability

Works in collaboration with and provides support to the Database Administrator in the development and maintenance of the management information system with a focus on completing the implementation of the new IACP programs.

Key Job Responsibilities

- Provides first level troubleshooting and support to users onsite and at remote locations
- Maintains and updates the existing system
- Provides user set up and training on applications
- Develops queries and reports in response to requests from staff, importing and exporting data in a variety of formats;
- Provides consultation to users and gathers new business requirements, ensuring that any changes requested follow processes
- Writes documentation (functional, design, business, technical) and performs testing, debugging and building of new systems
- Determines the appropriate methodology to move from specifications to implementation with coordinated efforts with the Database Administrator, minimizing and preventing technical conflicts in the MIS system

Other

- Work cooperatively and collaboratively with OCE staff and clients
 - Other duties as assigned.
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Internal Contacts

- OCE staff at all levels
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External Contacts

- Customers (Entrepreneurs and their enterprises)
 - Universities/Colleges/Hospitals
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Educational/Technical Requirements

- Requires formal, specialized education (4 year university degree) in a professional field such as information technology
 - Minimum of 3 years related experience in databases administration or database design, including contact management
 - Some experience in business process design and workflow management
 - HTML programming and design experience
 - Experience in IT and web programming and/or design
 - Strong working knowledge of Windows (Word, Excel, PowerPoint, Outlook) for data import/export
 - Working knowledge of SQL programming and experience analyzing query plans
 - Well developed internet, database and e-mail skills
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Personal Requirements

- Exceptional interpersonal and collaborative skills
- Strong analytical and problem-solving skills
- Consummate professional, able to represent the organization in all circumstances
- Self-starter, self-motivated and results-oriented
- Ability to prioritize multiple tasks, effectively manage overlapping duties and meet deadlines
- Team player and individual contributor with ability to work with minimal supervision

Acceptable level of proficiency achieved in

- 3 months

Working Conditions

- This role will be based out of the Front Street office
- Normal working conditions and office hours
- Travel 30 – 40% of the time to other Ontario locations

For those interested in applying for this role, please e-mail a cover letter and resume, stating the role in the subject line of the e-mail to careers@oce-ontario.org.

Application Deadline: July 21, 2010

We thank all applicants for their interest; however, only those candidates considered for an interview will be contacted. OCE is proud to be an equal opportunity employer.