

Application Analyst POSTING No. 202046

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Business Systems Supervisor, the Application Analyst's role is to provide configuration and support of corporate business applications and software programs. This includes troubleshooting business applications, assisting in the design, delivery, configuration and customization of existing and new business applications for all internal customers.

Accountabilities:

- Provide second level application support for corporate applications
- Liaise with application vendors for managing system lifecycles and support escalation
- Liaise with business groups in the organization to facilitate implementation of new or improved business processes
- Prototype new procedures for the purpose of enhancing business processes, operations, and information process flow
- Act as a project/technical lead where assigned on projects; implement system and application upgrades
- Create and maintain functional and technical documentation at system level
- Provide application training to key departmental users of the systems as needed
- Communicate process changes, enhancements, and modifications – verbally and/or through written documentation – to staff at all levels so that issues and solutions are understood
- Assist with change control support for corporate applications, working with end users and other Information Services staff
- Create/update reports using various reporting tools
- Coordinate testing, including end-user reviews, for modified and new processes, and other post-implementation support
- Perform other job related duties

You possess:

- Three year College diploma in the field of business administration, computer science, or management information systems
- 5 years of progressive experience in systems design, development, support and implementation
- 2 years of progressive experience in business requirements analysis and workflow design
- 2 years' experience working in a municipal government or public sector environment
- Must have a minimum of 2 years' experience as an Amanda Administrator including writing Oracle PL/SQL stored procedures
- One or more of the following Certifications would be considered an asset: Amanda Configuration Specialist Certification (ACS), Amanda Business Analysis Certification (ABS), Amanda Product Support (APS) Certification

- Proven technical skills with a high level of both oral and written skills
- Proven experience with business and technical requirements analysis
- Experience coordinating process integration with Information Technology solutions
- Practical knowledge in importing/exporting data for use in report software, spreadsheets, graphs, and flowcharts
- Ability to create systematic and manual operations procedures in both technical and user-friendly language
- Experience in supporting, maintaining and upgrading one or more of the following applications would be considered an asset: FMW Budget Software, GTechna Command Centre, MS Great Plains, MS SharePoint, Perfect Mind, Stone Orchard and/or Vailtech
- Proficiency in one or more report generating tools such as Crystal Reports

Compensation:

The salary for this position (35 hours per week) is \$79,290 - \$94,392 per annum. This position may involve occasional evening or weekend work, as necessary.

Location:

Due to the current COVID-19 conditions, this position will be performed through a Work from Home program. To facilitate working from home, you will be provided with a Town owned laptop. At the conclusion of these conditions, the position will work from Town Hall.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., September 30, 2020. Please quote Posting No. 202046 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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