



FRONTENAC



The Corporation of the County of Frontenac is comprised of four departments: Fairmount Home, Corporate Services, Planning & Economic Development, and Emergency & Transportation Services, which includes Frontenac Paramedic Services, the Frontenac-Howe Islander Ferry, and Emergency Management. Geographically, Frontenac County encompasses four Townships – North, Central, South, and Frontenac Islands. Almost 4,000 square kilometres from the northern most tip to the Islands, Frontenac’s landscape and communities are richly diverse.

Job Posting:	Business Analyst – Information Systems (Non-union) Permanent Full-time
Competition #: NU-19-011	Posting Period: September 6 - 15, 2019
Position Summary:	
<p>The Business Analyst, Information Systems (IS) is responsible for the project management of key strategic Information Services projects and overall support and management of the Service Desk Analyst team. The Business Analyst works closely with all levels of management and other key stakeholders to project plan, design, develop, coordinate and manage the implementation of efficient and cost-effective systems and technology solutions.</p> <p>As an integral member of the Information management team, the Business Analyst will have an understanding of the operations overall, will work effectively and collaboratively with all levels of the organization and will be committed to the value, integrity and wellness of the organization. The Business Analyst will carry out the duties in alignment with the organization’s mission, vision and values, and work to further its priorities.</p>	
Education & Experience:	
<ul style="list-style-type: none"> • Post-secondary diploma in computer sciences; degree preferred • An equivalent combination of recent related education and experience in a directly related IS role may be considered • Training or certification in LEAN at the Green Belt level • Three years of experience with a focus on business system analysis, support, implementation and upgrade • Experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products • Extensive practical knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts • Practical knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts • Management and supervisory experience in an information services environment, an asset • Experience working in a unionized environment an asset • Demonstrated Knowledge and working experience with Microsoft Windows 10 Professional and Windows Server 2012 R2 and Windows Server 2016 	
Key Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting municipal government, that impact functioning in the role • Demonstrated strong interpersonal and communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication • Demonstrated understanding of strategic business needs and plans for growth • Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mindset • Demonstrated ability to manage projects and timelines in a LEAN/Six Sigma environment including, knowledge of project governance, project management and project life cycles • Demonstrated ability to promote education, development and learning with staff • Demonstrated personal effectiveness in navigating organizational politics, building resiliency, encouraging work life balance and being aware of own strengths and limitations • Advanced computer proficiency including thorough knowledge of Microsoft Office Suite of products including Word, Excel, PowerPoint, Outlook, and the ability to use other software applications • Must hold a valid Class “G” driver’s license • Satisfactory Police Record Check – Vulnerable Sector Screen 	
<p>Please submit your cover letter and resume in one document outlining your skills and qualifications as they relate to the position, quoting the competition # by email to: Candace Keller, Human Resources Generalist humanresources@frontenacounty.ca</p>	
<p>For a complete list of duties and responsibilities, please see the job description.</p>	

The County of Frontenac is an equal opportunity employer. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accessibility accommodations are available for all parts of the recruitment process and applicants must make their needs known in advance. The County of Frontenac values a diverse workforce and the unique differences that each individual brings.

Launch Your Career #inFrontenac

