



**Business Analyst
POSTING No. 201720
One Year Contract**

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 Manager of Information Services, this position assists departments in developing detailed understanding of their business requirements and provides project management for any corporate application implementation, assisting in the selection, management, deployment, and integration of new business applications.

Accountabilities:

- Assists in the update of the Corporate Technology Strategic Plan.
- Develops a Systems Catalogue that includes all corporate applications, documents business owners and lifecycle information
- Provides Project Management skills for corporate technology application implementations
- Defines project scope and objectives with Departmental Staff and Project Sponsor when assigned new projects
- Develops project plans that include project deliverables, project target dates, tasks and responsible parties.
- Monitors and reports on project progress against implementation plan
- Resolves issues through consultation, issue control, change control, and where required escalates issues to appropriate decision makers
- Provide programming and change control support for corporate applications, working with end users and other Information Services staff to define business processes and application requirements
- Identifies Departmental needs to develop customized reports as needed
- Works with departments to understand their work processes and lead implementation or modification of information technology solutions to support these processes
- Assists with the implementation of effective and efficient Information Services operations by participating in group operational support initiatives, such as policies and procedures, documentation, flow charts, implementation standards, project management methodology and committee involvement.
- Performs other job related duties

You possess:

- Three Year College Certificate or University Degree in Computer Science, Business/Accounting, or related discipline
- Four years' experience in a computing environment
- Proficient in the use of Oracle relational databases and applications, Microsoft Operating Systems, and Project Management software

- Experience with municipal specific applications, such as Vailtech, Amanda, MS Great Plains and Class is desired
- Proven technical skills with a high level of both oral and written skills
- Excellent Project Management skills
- Ability to maintain a high level of confidentiality
- Excellent customer service skills

Compensation:

The range for this contract position is \$40.58 - \$48.31 per hour.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., March 31, 2017. Please quote Posting No. 201720 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201720

Email: humanresources@haltonhills.ca (preferred)

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 Manager of Human Resources.

