

Job Description

POSITION:	Database Administrator
ACCOUNTABILITY:	Information Systems Supervisor
POSITION	Full Time Contract
DATE APPROVED:	February 15, 2023

JOB PURPOSE

The Database Administrator position is responsible for developing analytical strategies to monitor programs, initiatives, trends, data, issues, and best practices of the agency and communicate reports to internal and external stakeholders. The Database Administrator will also be responsible for the performance, development, and optimization of Agency databases as well as the completion of service-related data requirements of ministry reports. The Database Administrator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Database Maintenance

Complete regular maintenance and optimization of Agency databases. Administer access and reporting needs on a regular and ad-hoc basis.

- Develop processes for optimizing database security;
- Develop new, and improve upon existing, databases based on Agency needs;
- Set and maintain database standards;
- Create forms and reports;
- Manage database access;
- Performance tuning of database systems;
- Install, upgrade, and manage database applications;
- Diagnose and troubleshoot database errors;
- Recommend and implement emerging database technologies and standards;
- Ensure availability for on-call support as needed;
- Ensure administration of database extracts;

Data Analysis Reporting

Conduct full lifecycle analysis to include requirements, activities, and design. Develop analysis and reporting capabilities to assist in monitoring performance and plans to identify improvements.

- Create and manage database reports, visualizations, and dashboards;
- Create automation for repeating database tasks;
- Ensure the development of service reports advance reflecting requirements of the agency;
- Develop strategies for data collection and ongoing improvement of data integrity to meet reporting needs;
- Code structured queries to produce reports based on Agency needs;
- Interpret data, analyze results using statistical techniques and provide ongoing reports;
- Identify, analyze, and interpret trends or patterns in various datasets;
- Acquire data from multiple sources and maintain procedures for effective reporting;
- Ensure the development of trends and analysis report on services;
- Evaluate measures implemented to address identified problems and service gaps;
- Provide recommendations for improvements in data collection, data analytics, and other strategies that optimize statistical efficiency and quality;
- Define new process improvement opportunities;
- Assist departments in the completion of external reports required for the Ministry;
- Present findings to various committees.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Diploma or degree in Computer Science, Database Management, or related discipline
- Knowledge of SQL databases is preferred

Minimum Experience

- Three (3) years' experience in performing systems analysis working with data processes or in an equivalent role
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of data management technologies
- Strong ability to analyze and synthesize

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- Advanced knowledge in data analysis (Excel, Access, SQL)
- Experience with statistical packages
- Knowledge of North Shore First Nations

Special Skills

- Excellent computer skills with MS Office Software, networking, and other software
- Excellent analytical and research skills
- Excellent mathematical skills
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer technical skills
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to develop and configure complex information technology systems
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to manage change
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishnaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORKSITE LOCATION

Location to be determined.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Database Administrator will typically be in an office setting. This position is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. This position will be required to travel to meetings in the province of Ontario.

Information technology positions and the administration of computer technology and information management issues can be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings. This position will be required to provide advice and support to staff in person, on the telephone or on the computer.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose this position to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machines, printers and other related computer technology.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Manager of Infrastructure and Technology, Systems Administrators, Help Desk Specialist, Systems Information Officer, and other staff.

External

The Database Administrator will interact with Ministry of Children, Community and Social Services.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date