

JOB TITLE	System Analyst	DEPARTMENT	Network Services
JOB GRADE		LOCATION	POS Vic Sq
Supervisor	Network Services Manager	DATE	September 2010

System Analyst Job description

SUMMARY AND BASIC JOB FUNCTION:

Under general supervision, provides advanced technical skills in databases, web development and information systems. The System Analyst requires strong business skills and would be responsible for reviewing, analyzing and occasionally modifying systems including encoding, testing, debugging and installing to support application systems.

PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:

- Provide technical expertise and recommendations in assessing new IT software , applications and initiatives to support and enhance our existing systems.
- Web development in-house for internal and external use.
- Identify opportunities that can improve efficiency of business processes.
- Coordinate application development for multiple projects.
- Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions.
- Provides assistance and advice to business users in the effective use of applications and information technology.
- Provide minor programming for some in-house IT projects.
- Provide SQL administration in live and test environments.
- Write technical procedures and documentation for the applications including operations, user guide, etc.
- Produce technical documentation for new and existing applications.
- Verify database and data integrity.
- Provides technical support on databases and internal web site issues to end users and developers.
- Participate on IT project steering committees and be involved in the design phase of any new IT software development projects.
- Assist in the creation of the system design and functional specifications for all new development projects.
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Essential:

- A Bachelor's degree in Computer Science or related discipline.
- Good working knowledge skills with Microsoft Office Products, Microsoft Visio, Microsoft Access and Microsoft Project.
- Experience in using database analyzing tools.
- Extensive knowledge of data processing, hardware platforms, and enterprise software applications.
- Technical experience with systems networking, databases, Web development, and user support.
- Good background in Data Base design in Microsoft SQL and Access.
- Background in Microsoft .NET, Visual Basic, Excel, Word, Outlook and HTML.
- Strong project management skills with effective results focus within an information systems environment.
- Strong analytical and problem solving skills.

Desirable:-

- CIW Certifications: Site Designer and Web Developer
- Certificate in Web Engineering and Database Management
- 2+ years experience as a System Analyst or similar.
- MSc in Information Systems Management will be an asset

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills
- Knowledge of a wide range of varying Operating Systems, applications, hardware, networking, and communications.
- Ability to function in a fast paced environment.
- Punctual, regular and consistence attendance.
- Ability to provide advanced technical assistance and comprehensive problem resolution
- Ability to communicate effectively, both orally and in writing.

This description is a summary of principal responsibilities and is not intended to include all duties, which may be assigned.

Salary will commensurate with qualifications and experience