



# Siksika Family Services Corporation Information Systems Administrator

Job Posting - Contract - F/T

Closing Date – August 3, 2021



## GENERAL STATEMENT OF POSITION:

Siksika Family Services Corporation (SFSC) is currently seeking an **Information Systems Administrator (SA)** to join our team. The SA will be responsible for the development, maintenance, configuration, and reliable operation of the Siksika Family Services Corporation's (SFSC) database systems and application systems. The SA provides software, hardware, database/application server maintenance, training and consultation, and recommendations to SFSC staff in an effective and efficient manner. The SA will ensure maximum access to and implementation of the SFSC databases and information systems and Management Information Systems (MIS) resources including the RDBMS databases, web-based Application, BI (Business Intelligence) system etc.

**SUPERVISION RECEIVED:** Work under the supervision and direction of the Manager of Information Systems.

**SUPERVISION EXERCISED:** Supervisors SFSC data stewards

## DUTIES AND RESPONSIBILITIES:

- Develops and implements the SFSC Databases and Applications Systems on the SFSC computer network and cloud environment.
- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization in SFSC
- Co-operate and assist with the SFSC Data Stewards to develop or modify application modules for all SFSC Services area on request.
- Assists and works with Data Stewards to develop all requested Business Intelligence System (BI) reports from all SFSC management staff and ensures data quality and integrity in all data.
- Creates/develops code and process in Data Extraction, Transformation, and loading (ETL) while following enterprise best practices.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

## EDUCATION AND EXPERIENCE:

- Must have University Degree or Diploma in a Computer Science, Information Technology or Management Information System (MIS)
- 4 or more years as a hands-on developer and administrator with a good mix of database development and maintenance.
- Excellent skills in supporting and solving IT issues on the above technologies.

## WORK ENVIRONMENT:

- Physical moving and/or transferring of computer systems, peripherals, or equipment is required.
- Work is performed in a typical office environment, with willingness to work after-hours.
- Be available for on-call support as required.
- Travel is required.

Resumes should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing date. **PLEASE QUOTE** Competition # 049-2021 on cover letter.

**IMPORTANT:** All applications must include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check
3. Copy of Drivers Abstract and Drivers License.

*Please Note: SFSC thanks all applicants and wishes to advise that only **complete** applications will be considered and only those candidates selected for an interview will be contacted.*