Date: July 8, 2022
Competition: # 22-65A

APPLICATIONS ARE INVITED FOR THE FOLLOWING REGULAR FULL-TIME POSITION

Position:	**Systems Administrator, Database & Applications**
Division:	**Technology Services**
Location:	**New Westminster Campus**
Reporting To:	**Project Director, Enterprise IT**

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

Under the general direction of the Project Director, Enterprise IT, the Systems Administrator is responsible for assisting with the maintenance and support of JIBC's critical and non-critical applications, in order to support the organization's business needs and to ensure security and integrity of data across all platforms.

Primary Responsibilities:

- Develops, implements and maintains processes, procedures, standards and methodologies necessary to support application management activities;
- Understands key technical environments to effectively identify integration, security, scalability and performance requirements;
- Project manages application and systems projects and supports system implementation initiatives using project management disciplines;
- Maintains and supports Unit4 Business World application environments and supports Finance staff in operational activities;
- Applies change management disciplines when making changes to system structures, business process and application enhancements;
- Provides technical support of applications, and general troubleshooting to all the schools/academies/divisions at the JIBC;
- Communicates with stakeholders of varying technical ability and subject matter expertise;
- Analyses the impacts of proposed changes to technology services and or processes;
- Provides technical expertise, advice and consultation to peers and others, including senior managers of the

organization regarding Applications, Student Information, Finance, Database and Learning Management Systems;
- Maintains security and disaster recovery procedures with respect to business applications and databases;
- Evaluates the performance of new technologies and recommends changes to improve operational performance of applications and databases;
- Provides technical expertise, advice and consultation to peers and others, including senior managers of the organization regarding applications and database systems;
- Participates in the coordination of IT activities with other Colleges and Institutions, software vendors and in the management of vendor contracts;
- Develops and implements procedures that will ensure accuracy, integrity, completeness, and timeliness of data stored in production databases;
- Assists in monitoring performance of mission critical applications & databases and responding to degradation of performance issues to ensure targets are being met. Identify areas of improvement to supervise and coordinate implementing those changes;
- Ensuring SQL (MySQL & MS SQL) databases are able to serve front ends (PHP, C#, SOAP, JavaScript, JQuery, Ajax) applications and web services;
- Maintains a comprehensive library of all supporting documentation and initiates corrective action to ensure all database servers meet or exceed processing requirements for performance and reliability;
- Performs database management activities including device and storage allocations, monitoring, security, integrity checks, indexing, re-organizations, capacity planning, backups/restores and scripting;
- Assists with Data Warehouse and Data Mart development and maintenance activities;
- Participates as a member of the Enterprise Systems Team on projects and day-to-day activities, as required;
- Assists with the installation of Infrastructure to host applications, databases and utilities;
- Installs, tests and implements application and database releases in Development and Production environments;
- Keeps abreast of technology, Enterprise Resources Planning (ERP) tools, techniques and related technologies;
- Conducts workflow and gap analysis for operational support processes;
- Other related duties, as assigned.

Qualifications & Requirements:
- A degree in Computer Science or related discipline, with a minimum of five (5) years' current experience in database development and application maintenance in an evolving environment where security and operational maintenance is required; or an acceptable equivalent combination of education, training and experience;
- Certification or demonstrated knowledge the following technologies; T-SQL & Database Administration, MS SQL Server, Crystal Reports, ASP.Net, Visual Studio.NET, data security methodologies, relational database management, business intelligence, SDLC, web services, and application lifecycle management;
- Must be able to assess the business needs of the organization and understand the impact of system changes in a complex integrated systems environment;
- Must have passed at least one accounting course at an accredited Canadian post-secondary Institution;
- Two (2) plus years of experience supporting an enterprise financial system;
- Knowledge of ITIL frameworks an asset;
- Must have an affinity to effectively and efficiently communicate and translate business requirements into technical requirements;
- Must be a self-directed team player with strong collaboration, analytical and report writing skills;
- Excellent interpersonal and organizational skills.

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months.   In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: $66,749 to $76,241 annually (BCGEU Salary Grid 25) based on a 35 hour work week

Posting Date: July 8, 2022

Closing Date: July 29, 2022

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #22-65A, via email to hr@jibc.ca.

Please feel free to contact Mike Fabri (mfabri@jibc.ca) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.