



DISTRICT OF SAANICH
PLANNING DEPARTMENT

ERP SYSTEMS SPECIALIST

Permanent Full Time Position

The District of Saanich is seeking an ERP Systems Specialist to join the Planning Team. This is a new position that will support departments in their use of the Tempest software application. The ERP Systems Specialist is responsible for Prospero, and its related modules, but also supports other modules such as Licensing, Ticketing, and Calls for Service.

As the subject matter expert, the ERP Systems Specialist will provide technical consultation and problem solving assistance to Tempest users across the organization, with particular focus on efficiencies related to land use and building development applications. This position is also responsible for resolving user problems, training staff and researching program enhancements.

The ideal candidate will have excellent customer service skills, strong written and verbal communication, and change management practices, to apply to operational and project work. They will have demonstrated ability to work collaboratively with other departments and business users to ensure efficient and effective service delivery.

Requirements include: Completion of Grade 12 or equivalent; Diploma in Business Administration, Public Administration, Communications or related discipline; four years of progressive experience in a community development office environment that utilizes Tempest software; minimum keyboarding speed of 40 wpm. Experience in business analysis or project management is an asset. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:30 a.m. – 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$36.40 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on THURSDAY, MAY 12, 2022 quoting competition 22149 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. We thank all applicants for applying. Only those under consideration will be contacted.