

Cultivate Your Career



ANALYTICS & BUSINESS OPERATIONS COORDINATOR **FULL TIME TEMPORARY**

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Recreation & Parks
Location	110 Carleton Drive, St. Albert
Compensation	\$33.63 - \$41.39 per hour
Closing Date	March 3, 2024
Competition #	24/38

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Recreation & Parks department as an Analytics & Business Operations Coordinator. Reporting to Supervisor, Analytics & Business Operations, this position will be responsible for:

- Engage stakeholders to understand business requirements, document processes, and foster collaboration.
- Conduct process analysis and research best practices to propose streamlined approaches, ensuring consistency, transparency, and accuracy.
- Develop comprehensive documentation and protocols to capture essential procedures and assumptions, promoting clarity and alignment.
- Monitor and analyze processes and services to optimize delivery for community and departmental needs, balancing customer service and operational effectiveness.

Supporting the Recreation & Parks department in the implementation of special projects including:

- Comprehensive permanent signage program tailored to recreation facilities.
- Establishing electronic file storage principles and training program within the department.
- Inventory of website pages, stakeholders, and training plan for the department.
- Researching and developing a plan for temporary signage infrastructure replacement in recreation facilities.
- Exploring various electronic program guide options and presenting a proposal based on research findings.

TERM

This is a Temporary position from April 2024 to September 2024.

QUALIFICATIONS

- Two Year Diploma in Business Administration, Business Analysis or a related field combined with 3 years of related experience or a Certificate in Business Analysis, Business Administration or a related field combined with 5 years of related experience.
- Extensive knowledge of Microsoft Office Suite, specifically SharePoint and Teams.
- Proficiency in conducting comprehensive research to identify best practices in relevant fields.
- Strong interpersonal skills for collaborating with diverse stakeholders to comprehend existing processes thoroughly.
- Ability to analyze gathered information and propose efficient updates to streamline processes effectively.
- Excellent documentation skills to articulate proposed changes and document finalized processes comprehensively.
- Applicants must possess a valid class 5 driver's license and a reliable vehicle.

COMPENSATION

\$33.63 - \$41.39 per hour based on qualifications and experience.

HOURS OF WORK

Monday - Thursday, 8:00 – 5:00pm with a one-hour unpaid lunch break.

The successful applicant will be required to obtain a satisfactory police information check. The successful candidate will be required to provide proof of educational and professional credentials.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

March 3, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.