Data and Analytics Specialist (Temporary, Approx. 12 months)

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the temporary position of **Data and Analytics Specialist** within the Information Technology department. Reporting to the GIS and Data Program Manager, this role is primarily responsible for developing the City's data foundation to implement the Enterprise Data and Analytics program, operationalizing analytics, and delivering data-as-a-service following industry standard practices and tools.

Key duties and responsibilities

- Work closely with clients and other resources to effectively communicate, design, plan, and implement capabilities that provide value to both internal and external customers.
- Design and build data architectures to leverage data as an organizational asset.
- Design comprehensive data solutions that enable clients to appropriately capture, make sense of and action data.
- Ensure delivered solutions fit within overall project plan and schedule.

- Provide feedback to departments and creates structured documentation, including specifications and weekly status reports.
- Advise departments on configuration and implementation options based on best practices.
- Participate in the business requirements gathering process for customizations.
- Lead/support Process Automation initiatives, for interfacing data structures.
- Act as a subject matter expert in data integration technologies.
- Ensure that all implementation methodology deliverables are complete and on time.
- Perform other tasks related to Data Governance, Master Data Management, Open Data and Database Administration, as required.
- Troubleshoot reporting, analytics and BI tools, systems and software and performance tune these applications, as necessary.
- Act as project manager for data projects including generating project status, time, and expense reports as requested by the management.
- Other relevant duties as required.

Qualifications and requirements

- Experience related to the duties listed above normally acquired through post-secondary education in computer science, computer programming or closely related field.
- Considerable experience in the design and construction of Data Integration Architectures, ETL/ELT pipelines, preferably with Informatica and Azure Data Technologies.
- Experience working with Data Governance working groups and committees.
- Extensive experience with Power BI and/or other data visualization and analytics tools.
- Progressive experience in the design and deployment of Metadata and Master Data systems for domains like Asset, Customer or Location Master.
- Knowledge of data integration architectures.
- Comprehensive Data Lake and Data Warehouse analysis and design experience, with SQL Server/Oracle databases, ESRI GeoDatabase and NoSQL Databases.
- Proficiency in using .NET technologies, JavaScript frameworks and libraries for data collection, visualization and interaction with SharePoint Online.
- Ability to analyze business and technical requirements for data lifecycle management and build full stack web applications.
- Ability to lead projects and team members under limited supervision.
- Superior organizational and project management skills.
- Experience working with different SDLC methods including Agile, Scrum, Kanban.
- Time management skills in a dynamic delivery environment.
- Candidates with an equivalent combination of education and experience may be considered.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-union Grade: 6: $91,567.41- $114,459.27

How to apply

Qualified applicants are invited to apply using our **online** application system by **November 27, 2024.** Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.