THE CITY OF Waterloo

100 Regina Street
Waterloo, ON
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REPOST External Job Posting

Position:	**Status:**	**Competition Number:**
AMANDA Systems Administrator	Regular Full-time	19-65

Pay Band:	**Salary Range:**	**Hours of Work:**
Band J	$48,663-$60,829 (Under Review)	35 hours per week

Division:	**Department:**	**Work Location:**
Building Standards	IPPW	Waterloo City Hall

A full-time opportunity is currently available within the Building Standards division for an experienced and organized Technology Administrator with advanced computer skills. This position will provide administrative and technical support to the Technology Administrator II and the Management Team while reporting to the Chief Building Official.

Accountabilities:
• Assist with business requirements analysis, maintaining system integrity and user security setup.
• Assist the Technology Administrator II in coordinating with IMTS for hardware & software requirements, upgrades and with solving technical problems.
• Prepare reports using data derived from building software (including AMANDA) using Excel and present data in a professional manner.
• Complete research requests from internal and external sources (i.e. requests from MPAC, Finance).
• Generate monthly reports to track fees that are collected with building permits.
• Act as a contact with various internal departments (Finance, Clerks, Economic Development, and Development Services) and external agencies (Region of Waterloo, Auditors, Separate and Public School Board).
• Assist in executing projects by coordinating project activities.
• Provide administrative support to the division including: meeting planning, organizing and minute taking, maintaining web pages, compiling and analyzing statistics, preparing documentation & mailings.
• Assist in analyzing & researching business process improvement opportunities.
• Circulate for Development Charges certifications.
• Assist with training on new systems or modifications to existing systems.
• Assist with developing and maintaining process documents outlining current practices.
• Other duties as assigned.

Minimum Qualifications:
• Post-secondary diploma in Computer Technology, Business Administration or a related field.
• Two years' related experience preferably in a municipal environment or public utility; previous experience with technology administration is preferred.
• Previous work experience as an advanced AMANDA user would be considered an asset.
• Efficient data entry skills with attention to detail and a high degree of accuracy.
• Demonstrated ability to work effectively both independently and in a team setting.
• Ability to effectively handle multiple tasks and changing priorities within a fast-paced environment.
• Self-starter with excellent time management skills; detailed oriented with a high level of attention to detail and accuracy.
• Strong customer service, interpersonal and communication skills to deal with internal and external business partners.
• Proficiency in MS Office Suite (Word, Excel, Powerpoint).
• Demonstrated ability to learn new software.
• A satisfactory Police Criminal Records Check will be required as a condition of hire
**Applicants may be required to undergo skills assessment testing

Online Application Process
Interested and qualified candidates must submit their resume through the online application process. For posting and application details please visit https://careers.waterloo.ca/?internalkey=waterloointpostings

Job Eligibility
All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

The City of Waterloo is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.