

POSITION MANDATE FOR: Database Programming Assistant

DEPARTMENT: Engineering & Technical Services

REPORTS TO: GIS Analyst

DATE PREPARED/REVISED: December 15, 2009

Health & Safety

- Monitors the performance of works being done by self and others to ensure safety and the use of protective devices, in accordance with NVCA policy and the Occupational Health and Safety Act.

Technical:

- Assists with the development of NVCA Databases
- Assists with the customization of user friendly GUIs for database front ends

Knowledge/Skills Requirement

- Comprehensive understanding of Database Design Concepts
- Comprehensive indepth knowledge SQL Server and Access 2007
- Working knowledge of SQL and VBA (Access) programming languages
- Working knowledge or conceptual understanding of ArcGIS software

Public & Customer Contact Skills:

- Interacting effectively with staff and the public while using diplomacy in confronting issues.
- Ability to adopt to others' personalities in a respectful manner that is conducive to goal achievement.
- Promptly acts upon requests for information while demonstrating mutual respect.

Support/Core Skills:

- Ability to organize and plan work to make the best use of one's own time, avoid unnecessary and wasted effort, meet deadlines and other productivity requirements
- Ability to handle concurrent demands, establish priorities and determine needed action
- Motivated to learn or advance own expertise. Identify and act on opportunities to increase the value of own role to make a contribution outside of own role
- Good oral and written communication skills to communicate effectively with individuals of varying levels of education and diverse backgrounds
- Ability to achieve accuracy and thoroughness in all aspects of work. Ensuring procedural, professional, and/or organization standards are adhered to
- Being receptive and open to change
- Using basic business tools/applications/processes (e.g. word processing, e-mail, keyboarding, basic information management conventions) necessary to perform job.
- Keeping up to date on the tools/applications and basic business skills that are expected of all employees to enable them to function efficiently
- Working well with others to accomplish common goals or assignments while demonstrating mutual respect, including understanding own and others' contributions, sharing information with others, being open, making others feel valued, and learning from others' experiences
- Ability to work outside normal business hours as required.

Education:

Completion of or working toward Diploma (1 yr) Database Applications or computer programming/systems/networking; Geomatics studies would be an asset

Certificates/Licences:

- A valid drivers license is required

Experience:

1 year or working towards

FACTORS IN THE WORK ENVIRONMENT - Degree definitions: High = >70% of the time; Medium = >50% of the time; Fair = <50% of the time

- A HIGH degree of confidentiality and discretion is required.
- This position has a MEDIUM degree of impact of errors
- This position reports to the GIS Analyst and has a HIGH degree of interaction with staff
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday; however, work outside of these hours may be required from time to time
- Position is based in the John Hix Administration Building

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is:

- regularly required to sit and talk or hear
- regularly required to use hands to finger, handle, or feel
- occasionally required to stoop, kneel, crouch, or crawl
- occasionally required to stand, walk, and reach with hands and arms
- occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include close vision & concentration, depth perception, and ability to adjust focus for most of the day

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock
- The noise level in the work environment is usually light
- Travel is normally not required