
Job Description

Database Programmer

SUMMARY:

Reporting to the Director of the Governance Secretariat, the Database Analysis / Programmer will support a stable and reliable database, according to our company's needs. Will be responsible for developing, testing, improving, and maintaining new and existing databases to help users retrieve data effectively.

As part of our IT team, the Database Analysis / Programmer will work closely with developers to ensure system consistency. Will also collaborate with administrators and clients to provide technical support and identify new requirements. Communication and organization skills are keys for this position, along with a problem-solution attitude. Ultimately, the Database Analysis / Programmer should be able to ensure the NAN Education database system run effectively and securely on a daily basis.

DUTIES AND RESPONSIBILITIES:

- Design and support stable, reliable and effective databases;
- Perform database programming for new and existing systems;
- Write scripts, stored procedures and functions for database system;
- Perform quality assurance tests for ensuring data integrity and quality;
- Resolve database problems, queries and error reports in accurate and timely manner;
- Interact with business teams to understand project requirements;
- Coordinate with team members to perform database programming based on project requirements;
- Assist in planning and implementing the data integration and data migration activities;
- Provide valid inputs in database architectural discussions;
- Assist in identifying process improvements for database performance, reliability and stability;
- Troubleshoot complex database issues in a timely fashion;
- Provide programmatic guidance and support to team members when needed;
- Provide project updates and metrics to Managers on regular basis;
- Assist in preparing database functional and design specifications;
- Test database systems and perform bug fixes;
- Maintain accurate and complete database programming documentations;
- Optimize and maintain legacy systems;
- Modify databases according to requests and perform tests;
- Solve database usage issues and malfunctions;
- Liaise with developers to improve applications and establish best practices;
- Gather user requirements and identify new features;
- Develop technical and training manuals;
- Provide data management support to users;
- Ensure all database programs meet company and performance requirements;
- Research and suggest new database products, services and protocols;

-
- Report regularly to the Governance Secretariat Director; and
 - Support Governance Secretariat activities as required.

ACCOUNTABILITY:

- The Governance Secretariat Database Programmer will be responsible to perform all duties and responsibilities outlined within the job description and will be accountable to the Director of Governance & Treaty Implementation on a day-to-day basis.
- The Governance Secretariat Database Programmer will be accountable to the Executive Director for their overall work performance.

LOCATION: Thunder Bay, Ontario

CREATED: January 2019

