Red Book Project/Digital Technology Department

Analyst/Developer
Temporary Full time - 35 HOURS PER WEEK

JOB SUMMARY:

Reports to the Manager of Digital Technology Infrastructure; Responsibility includes but not limited to review, redesign, rearchitect of Redbook website, website content, AODA compliance, application design, development and implementation and user needs analysis and integration into HPL platform. Automate and Optimize import export process and end to end processes involved. Participates in requirement gathering, coordinate with different department and partners and provide required support.

JOB DUTIES:

Specific Project Duties:

- Review, redesign, rearchitect existing Redbook and related websites
- Integrate Redbook front and back end into the library's systems and website.
- Migrate website hosting, web content and system data to new platforms as needed.
- Design & architect the website by following best practices, AODA compliant & Security.
- Simplify & Automate manual tasks either by scripting or with available tools.
- Review and optimize workflow process end to end, coordinating with different departments.
- Optimize search functionality of the Redbook database to improve search results and usability for the public to make it user friendly and effective.
- Requirement gathering with stakeholders to embed changes into design & architect process.
- Research and provide recommendations to implement improved UX and solution.
- Establish & create delegated access and user permissions to manage security privileged access
- Optimize export and import process, including record identification, to improve the efficiency and ease of updating partner records in other systems.

Designs, develops and manages the Library's website content management system (CMS), currently Drupal, Wordpress to improve services on the website;

Gathers and analyzes business requirements including customer needs, staff workflow, hardware / software requirements, data sources and training needs; prepares recommendations for management approval

Conducts usability testing and applies best practices of interface design; provides advice and assistance in the development of usability methodologies system-wide

Provides orderly methods of data storage with controlled access to data in relational databases; audits system and database accesses to ensure that security policies and data standards are being applied and are effective; monitors and resolves database performance, security and access problems

On assigned applications and technology, prepares and maintains relevant and comprehensive documentation to enable effective support and troubleshooting of problems

On assigned applications and technology, develops procedures; prepares and conducts training; develops support materials to assist staff and the public

Liaises with vendors, Library and City staff to develop server and database specifications; ensures proper set-up and deployment of virtual servers; tests and monitors servers

Liaises with staff and vendors; resolves problems; ensures network / system functionality; documents and communicates solution and performs standard changes; liaises with third party staff for repair and support as required

Participates in departmental functional teams and coordinates team work as assigned

Provides technical support to Library Staff through the Digital Technology Incident and Problem Management Teams

Collaborates with Library and external staff on cross-functional teams as assigned

Provides project-planning and business analyst support to Library business units

Maintains professional knowledge and awareness of best practices; participates in training sessions and staff meetings

Identifies additional training and education required in order to meet changing technical environment and to support current technologies and strategic initiatives

Performs other duties as assigned which are directly related to the major responsibilities of the job or as required by critical incidents

MINIMUM QUALIFICATIONS:

Educational Requirements:

University Degree in Computer Science with a specialization in current system programming languages and methods

OR

College Diploma in Computer Programming and 2 additional formal certifications in computer programming and related subjects. (Examples of certifications include and are not limited to Microsoft Certified Professional Developer (MCPD), Microsoft Certified Application Developer (MCAD), C# programming, Database Administration and MySQL 5, etc.)

Experience:

2 years experience with

- web application development using visual studio and .NET framework

- content management system administration and architecture using SharePoint 2007/2010 or Drupal CMS.

- **front-end technologies, including HTML5, CSS3, JavaScript, jQuery**
- **Experience building user interfaces for websites and/or web applications**
- **Experience designing and developing responsive design websites**
- **Comfortable working with debugging tools like Firebug, Chrome inspector, etc.**
- **Ability to understand CSS changes and their ramifications to ensure consistent style across platforms and browsers**
- **Ability to convert comprehensive layout and wireframes into working HTML pages**
- **Knowledge of how to interact with RESTful APIs and formats (JSON, XML)**
- **Proficient understanding of code versioning tools {{such as Git, SVN, and Mercurial}}**
- **Strong PHP back-end development**
- **Linux & Unix administration.**
- **relational database administration using Microsoft SQL or MySQL**
- the development and delivery of related training

Possesses a valid Ontario driver's license and excellent driving record

Skills / Competencies:

Demonstrates proficiency in programming web applications, including integration with content management systems, relational databases, CSS and forms [JOB-SPECIFIC KNOWLEDGE]

Applies advanced knowledge of content management systems (CMS) administration and architecture including Microsoft SharePoint Services 2007/10, Wordpress and Drupal CMS [JOB-SPECIFIC KNOWLEDGE]

Demonstrates working knowledge of relational database management system software and SQL (Structured Query Language) and ability to write, interpret and modify standard computer programming and scripting languages [JOB-SPECIFIC KNOWLEDGE]

Demonstrates proficiency in client and server operating systems, ability to work with Windows Server 2008 and Window XP/Windows 7 and some knowledge of Linux and UNIX preferred [JOB-SPECIFIC KNOWLEDGE]

Demonstrates ability to install, configure and troubleshoot computer and network hardware and software [JOB-SPECIFIC KNOWLEDGE]

Demonstrates skill in communicating, presenting information, writing, consulting and active listening   [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service   [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action   [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices, new technologies and related general and job-specific knowledge [KNOWLEDGE]

Effectively relates to and engages others in the achievement of objectives, advocates for the role and mission of the library within the community and demonstrates team leadership, credibility, flexibility and good humour in a working environment characterized by change   [LEADERSHIP]

Manages resources effectively through all stages of project planning and implementation   [PROJECT MANAGEMENT]

Prioritizes activities and works effectively independently, as part of a team and leading others; sets and achieves or surpasses goals   [RESULTS ORIENTATION]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Accessibility, Labour Relations and Pay Equity legislation and all other relevant legislation

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals

Classification F - $33.314 - $39.193 hourly
Temporary Full Time - 35 hours per week

Tentative start date: As soon as possible for a period up to one year due to a project

Applying

- The deadline for this application is 11:59pm November 26, 2019

- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.