

**EDMS Analyst
Systems Analyst II
Requisition Number: 1522**

Posted On: Jun 19, 2008

Closing Date - 12:01am (in the morning) on: Jul 5, 2008

Union: CSU 52

Number of Openings (up to): 1 - Permanent Full-time

Department: Informatics Division

Work Location(s)

Police Headquarters
9620 - 103A Ave
T5H 0H7

Description:

The EDMS Analyst will join our Information Management Framework project team and work through all phases of the research, acquisition, implementation and operational support of an Electronic Document Management System (EDMS). The position will be responsible for analyzing client needs and translating these into detailed application requirements. After implementation, the EDMS Analyst will be transferred to the IT Branch and assume the on-going operational responsibility and support for the transferred system.

Responsibilities will include:

- Review products and vendors that will fit the document management needs of the Edmonton Police Service.
- Working closely with the IT Branch, install, configure, integrate and test the EDMS software and create necessary scripts and data files for ongoing support.
- Consult with IT to establish the development, test and production environments.
- Work as a team member to develop EDMS processes.
- Participate in the training process for users.
- System maintenance: responsible for data integrity, ensuring successful back-up of the EDMS data, resolving system issues, securing and upgrading the application code and providing user help.

Job Requirements:

- Graduation from a recognized Institute of Technology or University program in the field related to Computer Science.
- Minimum of four (4) years progressively responsible working experience in maintaining and developing EDMS software applications, database management, and business analysis is required.
- Knowledge in SQL Server and Development tools, VB.NET, Active Directory and COTS integration is required.
- A proven track record of implementing or supporting Documentum or Livelink EDMS solutions is an asset.
- Ability to excel in a team environment.
- Knowledge of police related applications would be an asset.
- Applicants may be tested.
- THE EDMONTON POLICE SERVICE WILL CONDUCT AN ENHANCED POLICE INFORMATION CHECK ON THOSE CANDIDATES WHO HAVE BEEN SHORT-LISTED.

Hours of Work:

33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range:

21M, Salary Grade: 039, \$39.00 - \$49.71 (Hourly), \$2,632.57 - \$3,355.42 (Bi-Weekly), \$68,710.01 - \$87,576.59 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

Civic Service Union 52 members are requested to send a copy of their application for this competition to the union office. The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.

Human Resources Administrator: CS

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To apply online and for further details, visit www.edmonton.ca/careers

Applications can also be faxed to (780) 496-8063 or submitted in the drop-off box at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB, T5J 2R7.