

## **PROGRAMMING AND DATABASE ADMINISTRATOR**

The City of Camrose is seeking an energetic, highly motivated individual to fill the role of Programming and Database Administrator. Reporting to the Manager of Information Technology this position will be responsible for providing database and general IT support for City departments.

### **FUNCTIONS/DUTIES (but not limited to):**

- Develops, maintains and troubleshoots databases for City departments.
- Assists GIS Administrator with integration of databases and GIS information.
- Develops programs to assist with installation and customization of Intranet GIS.
- Administers the electronic document management system (EDMS), Laserfiche, and SharePoint.
- Manages and supports the integration of various EDMS tools, with a specific focus on Laserfiche and SharePoint.
- Oversees the configuration, implementation, and ongoing management of Laserfiche and SharePoint solutions to ensure system optimization and user accessibility.
- Troubleshoots and resolves issues related to the EDMS, Laserfiche, and SharePoint, working with vendors or internal teams when necessary.
- Coordinates IT projects.
- Provides troubleshooting services for workstations and resolves identified problems.
- Provides backup support for City website.
- Assists IT staff with resolution of problems and issues arising from software upgrades, network upgrades and hardware upgrades.
- Conduct research into IT issues to identify enhancements (new languages, new technologies) to better meet user needs.

### **QUALIFICATIONS:**

- Post-Secondary Diploma or Degree in Related Fields (Computer Science, Computer Engineering).
- Minimum five (5) years of experience in programming and database administration.
- Provide expert level programming.
- Proficient knowledge of HTML, PHP, MySQL, VBA, .NET, SQL Server, Cold Fusion, Web technologies and languages (HTML, CSS, JavaScript), etc.
- Must have advanced Microsoft Office knowledge and experience with graphics software and Microsoft Access.
- Current EDMS certification.
- Database design, development, and enhancement within MS SQL, Server DBMS, time management, interpersonal and organizational skills a must.
- Experience and certification in Electronic Document Management Systems (EDMS).
- Knowledge of and experience with Laserfiche and SharePoint is an asset, with a strong understanding of their functionalities and integration within the EDMS.
- Strong skills in WEB application development essential.
- Time management, with excellent interpersonal and organizational skills.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

**SALARY & BENEFITS:** The City of Camrose offers a competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by January 24, 2025 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

### **CONTACT:**

City of Camrose - Attention: Manager of Information Technology  
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8  
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