



POSITION DESCRIPTION

POSITION:	Digital Transformation Specialist
REPORTS TO:	Chief Administrative Officer
DATE:	May 20, 2023

PART I - DESCRIPTION OF JOB REQUIREMENTS

Responsibilities

- Works closely with staff to understand business needs and provide input, collaborate with others on business objective and solutions, define their scope, and offer support throughout projects.
- Identify business problems and risks, recommending solutions, measuring their benefit, and translating the corresponding needs into functional, qualitative, and transitional requirements.
- Align digital solutions that meet or exceed policies with existing software and liaison with the County information technology department to identify, support and document requirements and areas for improvement.
- Examine workflow and business requirements to assist others ensuring automation and integration to keep systems current.
- Perform gap analysis and create process maps to identify optimization opportunities.
- Reviews, evaluates, and participates in any new software implementations.
- Assists management to prepare and create requirements and specifications for business solutions and procurement documents.
- Communicates financial and operational impact of proposed solutions using analytics to support recommendations.
- Promote digital transformation to align with the Municipality shifting priorities and expectations.
- Guides staff on municipal policy, legislation and procedure.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills, Experience and Education

- The incumbent should have a university degree in Computer Science, Information Systems or related field and a Project Management Professional (PMP) designation or an equivalent combination of education and relevant business experience.
- 5 years progressive experience as a business analyst in the information technology or digital industry working with programming languages such as Java, C++, or SQL.
- Familiarity with a project management tool such as Microsoft project.
- Proficiency in Microsoft Office applications (e.g., Outlook, Word, Excel, Power Point, Microsoft Teams etc.) required.
- Proven analytical and problem-solving skills.
- Ability to apply critical thinking in developing and implementing plans and their move to the digital sphere.
- Ability to communicate processes clearly and effectively.
- Ability to work independently and in a team environment and provide leadership to team members.
- Ability to positively impact operations and effect change.
- The incumbent must be an integrative thinker and negotiator, be flexible, adaptable, and responsive to change.
- Exceptional written and verbal communication and presentation skills to provide information and report analysis to internal and external partners.
- The incumbent must have excellent planning, time management and organizational skills and be able to maintain focus within a fast paced and sometimes disruptive work environment.

Working Conditions:

- Regular hours of work are 8:00 a.m. to 4:30 p.m. with a ½ hour unpaid lunch (40 hours per week)
- Ability to work from home on occasion; and work evenings/weekends during peak workload periods, as required. Flex time will be provided at straight time provided that extra work requirements are pre-approved by the Chief Administrative Officer.
- Occasional overtime required dependent on project initiatives taken as time in lieu. (e.g., launching new software).
- Constantly view a computer screen doing a variety of semi-routine tasks.
- Occasional periods of physical strain such as lifting and other typical activity in an office environment.