

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier centre for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. As an Employee Recommended Workplace, employees enjoy a number of benefits including: competitive wages, employee assistance program, social and wellness committees, and access to numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Under the direction of the Town's Asset Management Project Manager, the Asset Management Business Analyst (contract) will be responsible for change management, developing and documenting policies, processes, procedures, and Service Level Agreements (SLAs) with operating departments, necessary to maintain and sustain the asset data registry and corporate assets. This work includes collaboration with business SMEs and GIS Analysts to build the asset register and achieve the vision of 'one source of truth' for asset information.

Duties And Responsibilities:

- Support the development of change management plan(s) using industry best practices to effectively achieve the Town's AMP vision
- Develop workflow process maps and procedures to support the design and implementation of asset data maintenance procedures
- Develop and execute service-level agreements with operating departments.
- Lead the development of a data dictionary
- Create training materials and lead training sessions and workshops for stakeholders
- Assist the Project Manager in all Asset Management related activities to ensure the Town achieves its vision
- Perform other duties as assigned to support the Asset Management Program or other IT initiatives related to effective data management and governance

Qualifications and Requirements:

- University degree in Business or related discipline
- Municipal experience is an asset
- Understanding of GIS technologies and tools
- Five years' experience developing, supporting, and managing an Asset Management Program
- Excellent interpersonal, time management, oral and written communication, presentation, problem-solving, and troubleshooting skills
- Ability to work collaboratively, forming working relationships with both internal and external groups
- Experience developing, documenting, and maintaining technical/operational processes
- Knowledge of Project Management principles, concepts, practices, tools, techniques, and methods
- Experience leading enterprise-sized projects and/or multi-disciplinary teams using business analytics and process improvement
- In addition to GIS skills, computer literacy utilizing the Microsoft suite of products including Microsoft 365, SharePoint Online, Visio, and data mapping technology

Rate of Pay: \$55.00/hour (+ 4% vacation pay)

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is May 26, 2023

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.