<p style="text-align:center">Canadian Livestock Records Corporation (CLRC)</p>

Livestock Registry Systems Programmer
Job Posting

The Canadian Livestock Records Corporation (CLRC) is **currently hiring for one (1) Systems Programmer**.

Based in Ottawa, Ontario, the CLRC works with animal breeders and member breed associations to provide services that safeguard the integrity of Canada's pedigree livestock. This is an exciting opportunity to work as part of a small and committed team. This is a tremendous opportunity for a new Programmer to assist CLRC in developing an improved digital environment, with increased electronic services and operational efficiencies.

Reporting to the General Manager, the Systems Programmer(s) are part of the I.T Team including in-house Programmer(s), outside consultants, and other in-house staff. The programmers are responsible for all technical program related services, computer systems and software, operational equipment, database and programming including design, operations and maintenance.

Responsibilities:

The incumbent will receive one-on-one training from the APPX Consultant and other in-house staff related to the CLRC database (APPX) and programming requirements, as well as detailed training on the specific applications of the systems to the Livestock Registry.

Specific duties of the Systems Programmer(s) include:
- Working in tandem with the second programmer, management and the Board of Directors in identifying and developing system efficiencies and strategic direction.
- Configure and maintain the computer network including hardware and software, and make recommendations for upgrades as necessary.
- Write and debug all programs associated with the APPX database, including programs for new member associations.
- Monitor data integrity, maintain systems and procedures, and ensure backup capabilities as required for smooth and continual operations.
- Oversee the development and maintenance of the CLRC website, electronic services and on-line payment options.
- Implement changes in database resulting from Association by-law amendments, fee schedule changes and other breed association requests.
- Design breed certificates of registration and other forms connected to the database.
- Work with associations to create/revise database, programs, ad hoc reports, and data exchange.
- Provide estimated costs and timelines for projects, making recommendations as appropriate.
- Analyze internal workflows, make recommendations and implement improvements.
- Provide support to all staff with software, database, hardware issues and training as required.
- Provide support to I.T related staff including the Systems and Support Technician, and all related consultants, contracts and technicians.
- Work closely with Management to encourage a cohesive team that responds to the needs and interests of individual breeders and breed associations.
- Other related tasks as may be identified.

- A new **Integrated Genetics Project** is under development and may be part of the new programmer's responsibility, requiring up to 30% of dedicated work during the 3 year project.

Requirements:
- Proficiency in English. Preference may be given to candidates with knowledge of French.
- University degree in related field.

- Proficient working with Microsoft suite (access, word, excel, outlook, Power Point).
- Proven experience (3 + years) working with databases and database development (preference given to candidates with APPX experience).
- Proven experience working with website and web based programs, particularly Drupal.
- Proven experience working in a fast paced environment with multiple deadlines and concurrent responsibilities.
- Very strong attention to detail.
- Excellent discipline, planning and organizational skills.
- Ability to work independently as well as part of a small cohesive team.
- Knowledge and experience working within a membership based organization.
- Have a positive, cooperative and engaging attitude.
- Satisfactory Police Record Check and references as requested.

Desirable
- Knowledge of the purpose and process of the registration of pedigree livestock.
- Knowledge of the different species and breeds that CLRC works with.

Salary:
- Salary is commensurate with experience, to be discussed.

Deadline to Apply:
- Please send cover letter and resume to jim.washer@clrc.ca
- Projected start date: 2021 (immediately)