

# Canadian Livestock Records Corporation (CLRC)

## Livestock Registry Systems Manager

### Job Posting

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

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. CLRC is embarking on several new directions, offering a tremendous opportunity for a new Manager to lead CLRC into a more digital and paper free (reduced) environment, and increased electronic services and operational efficiencies.

Reporting to the General Manager, the Systems Manager is responsible for overseeing all technical program related services, computer systems and software, operational equipment, database and programming including design, operations and maintenance.

#### **Responsibilities:**

The incumbent will work directly with the current Systems Manager for several months to provide an overlap mentorship as part of our Succession Planning strategy. This position will segue into a permanent position.

The incumbent will receive one-on-one training from the current Systems Manager 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 Manager will include:**

- Work with 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 guidance and 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.

**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.

**Deadline to Apply:**

- Please send cover letter and resume to [jim.washer@clrc.ca](mailto:jim.washer@clrc.ca)
- Projected start date: September 2019

May 14, 2019