

Roles and Responsibilities

Job Title	Jobs First Durham Database Administrator	Position Type	Full-Time 35 hours per week Contract (CSJ)
Contract Term	16 Weeks beginning on May 5	Wage	\$17.20/hr

Job Summary

The **Job First Durham Database Administrator** is responsible for maintaining the quality and relevance of job postings on the Durham Workforce Authorities (DWA) Jobs First Durham (JFD) platform. This role involves reviewing job postings to ensure compliance with the DWA's policies, categorizing them accurately using predefined tags, and enhancing their searchability for users. This position ensures a high-quality user experience by keeping the job board organized and user-friendly. The incumbent works closely with the Communication Coordinator to provide a seamless experience for job seekers and employers using the JFD platform.

Responsibilities

Job Post Review

- Evaluate new job postings to ensure compliance with the DWA's standards and guidelines.
- Identify and remove inappropriate, outdated, or non-compliant postings.

Tagging and Categorization

- Accurately assign National Occupation Code (NOC) tags to job postings to ensure accurate and consistent data collection and reporting.
- Ensure skills, language, and job tags are accurately assigned to each job posting, including verifying system-generated skills tags and adding appropriate pre-approved tags.
- Review and update posting title, position type, duration, wage and experience for new job postings to optimize data accuracy and improve searchability.
- Prioritize active jobs and address expired postings as time permits.

Employer & Organization Management

- Accurately assign North American Industry Classification System (NAICS) tags for employer profiles.
- Review and revise employer profiles to eliminate duplication and ensure the accuracy of postings on the job map. This includes ensuring the accuracy of the employer name on their profile, geocoding and tagging alias locations.

Tool Optimization

- Complete a comprehensive review of education program options in Durham, ensuring that the cost and duration are accurate and programs are properly linked to the appropriate NOCs.
- Conduct a comprehensive review of the job map overlays to ensure the accuracy of information.

- Provide recommendations to the Executive Director and Communication Coordinator on improving the tag system. This includes consolidating similar skill tags and generating new ones to align with evolving trends or improving reports.

Job Requirements

- Strong attention to detail and ability to work independently efficiently.
- Effective communication skills for cross-team collaboration.
- Canadian citizen or landed immigrant between the ages of 18 and 29.
- Reliable access to a computer with consistent internet connectivity.
- Ability to adapt to new tools and processes quickly.
- Familiarity with labour market data collection and reporting, including NOCs and NAICS, is an asset.
- Proficiency in using job board platforms or tagging systems is an asset.