

JOB TITLE	DATA AND STRATEGY ANALYST
Recruitment Ref #	JD-MF01
Location	Administration (Civic Centre Resource Library)
Salary	\$45.89 per hour
Start Date	January 2025
Duration	TBD
Hours	35 hours per week as scheduled.
Responsibilities	Responsible for the development and implementation of VPL's corporate business plan and performance measures strategies to operationalize VPL's Strategic Plan. Coordinates corporate data collection and analysis to improve the efficient operation of VPL and measures organizational impact. Maximizes the use of resources, minimizes corporate risk, and ensures VPL is a data-driven corporation. Enhances operational effectiveness through continuous improvement and participates fully as a member of the VPL team. Actively supports Vaughan Public Libraries' <i>Vision, Mission and Corporate Values</i> .
Requirements	<ul style="list-style-type: none"> • Excellent research, analytical and problem-solving skills • Proven aptitude to think strategically about business issues with an effective and successful approach for action and business solutions. • Strong and effective report writing skills • Ability to exercise sound judgment and solve problems based on consideration of all critical factors. • Ability to follow through on annual goals and on-going tasks, using innovative and creative adoption of best practices. • A results-oriented individual, with experience handling multiple projects • Knowledge of and demonstrated ability in project management and process implementation strategies • Strong interpersonal skills and a demonstrated ability to effectively interact with staff • Demonstrated ability to train others on the adoption of new technology or processes • Proven ability to effectively problem-solve, as well as possess organizational and analytical skills and abilities. • Ability to plan, organize, prioritize & balance multiple responsibilities, shifting priorities, regular workflow interruptions while maintaining a positive attitude. • possesses a very high degree of digital literacy. • Working knowledge with Environics, Analytics, Qlik, ClearPoint, PowerBI • Ability to maintain confidentiality as required.
How to Apply	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference #JD-MF01. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted either by mail or by email at vpljobs@vaughan.ca
Closing Date of Posting	NO LATER THAN WEDNESDAY, DECEMBER 4, 2024 by 4:00 p.m.
For Further Information	Please contact vpljobs@vaughan.ca .
Other	In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.

EXTERNAL JOB POSTING

Contract Full-Time Non-Union Position

Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.

Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.

