

Cultivate Your Career



APPLICATION ANALYST (SHAREPOINT, INFORMATION MANAGEMENT AND POWER PLATFORM APPLICATIONS) FULL TIME PERMANENT

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Information Technology Services
Location	5 St. Anne Street, St. Albert
Compensation	\$81,116 - \$99,835 per annum
Closing Date	Open Until Filled
Competition #	24/131

OPPORTUNITY

The Information Technology Services department has an exciting opportunity for a motivated application analyst to enhance, manage and sustain the City's SharePoint, Power Platform and Teams environments with a focus on ensuring that these solutions deliver value and align with the City's governance frameworks, as well as records, information, and privacy requirements.

Reporting to the Application Management Team Lead, this position is responsible for ensuring that the applications and related technology used to store records, documents and information is reliable, secure, optimized and meet the needs of the City while complying with corporate policies.

This position provides technical leadership and guidance to ensure the successful implementation of an electronic records management program and in defining a Microsoft Power Platform framework.

The key responsibilities will include:

- Administering, managing and maintaining applications and platforms such as Microsoft SharePoint, Teams, and Power Platform and Alemba Service Manager.
- Collaborating with Microsoft 365 administrators and the Communications department to ensure overall services are coordinated and maintained.
- Providing support and training, as well as maintaining configurations, and processes documentation
- Implementing and configuring the Microsoft environment, integrating business applications, workflows, and reports to ensure the proper classification, retention, handling and protection of records, documents and information.
- Overseeing transformation and best practices to ensure that City staff have accurate, current, and accessible applications for daily operations and decision making.

The key skills you bring will include:

- Excellent communication and customer service skills and a strong attention to detail.
- Excellent critical thinking, analytical, conceptual and troubleshooting skills.
- An ability to self-manage emergent tasks and project priorities to ensure timelines are met and our partner departments are satisfied.
- A willingness to learn.
- An ability to work well on your own, within our IT family, and as a group with our partner departments across the organization.

The individual we seek has knowledge in providing business analysis, configuration, integration, implementation, and management of a wide variety of business applications, data structures, workflows, web services, databases, and reporting.

QUALIFICATIONS

- Bachelor's Degree in Computer Science or Information Systems or related discipline. A combination of education and experience will be considered.
- Minimum of five (5) years of experience in the information systems management field providing application management and support services.
- Strong understanding of administration and configuration of Microsoft Teams, SharePoint Online Purview and OneDrive for Business is preferred.
- Power Platform knowledge and experience are assets.
- Certifications in ITIL, M365/SharePoint/Power Platform, business analysis (CBAP), project management (PMP or Prince2), business process improvement (DMAIC or 6 Sigma) or change management (ProSci) are assets.
- Experience in municipal government IT and electronic document management systems are assets.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

COMPENSATION

\$81,116 - \$99,835 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

REMOTE WORK

This position is designated for full-time remote work. Candidates must complete a remote work agreement to meet all policy requirements.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

Open Until Filled

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.