

Township of Langley

Job Title:	Senior Systems Analyst (M365)
Competition Number:	24-U172
Employment Type:	Regular Full-Time
Pay Rate:	\$50.13 - \$59.23 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	October 10, 2024
Competition Internal Closing Date:	October 21, 2024
Competition External Closing Date:	October 31, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time Senior Systems Analyst (M365) to join our team of professionals in the Information Technology Division. Reporting to the Manager, IT Applications, and working closely with the Cloud Solutions Lead – M365, in this unionized position you will be responsible for identifying and proposing opportunities to maximize secure and effective use of corporate computer business applications and determining specific needs. The Township has adopted Microsoft 365 and is recruiting applicants who are passionate about this technology. The ideal candidate is a SharePoint expert with experience in Purview and Power Platform and is excited to take on the challenge of transitioning users to new business applications.

Responsibilities

- Provide advice regarding information technologies, identify priorities, resource requirements and opportunities for application of technologies, and prepare reports and presentations related to the work performed
- Gather and analyze data, document current and alternative business processes, define functional requirements and evaluate available software
- Act as project leader for the acquisition and implementation of approved computer systems and liaise between client departments and vendors
- Perform a variety of technical maintenance tasks on network infrastructure and server hardware and ensure that users receive training on new systems and procedures
- Conduct product and market research to maintain up-to-date knowledge of developments in the information technology industry
- Assess business requirements for client departments and work with end users to assist in the adoption of technology
- Perform related work as required

Qualifications

- University graduation at the Bachelor's level in Computer Sciences plus considerable related experience in an integrated information technologies environment, or an equivalent combination of training and experience
- Thorough knowledge of problem definition and analysis related to business processes and systems planning and considerable knowledge of the principles and practices of administrative management and project management
- Considerable knowledge of information technology components, processes and developments including such areas as local and wide area network, server, and workstation operating systems, hardware platforms and configuration options
- Ability to establish and maintain effective working relationships with a variety of internal contacts and the ability to communicate effectively orally and in writing to present proposals in non-technical language is necessary

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.