



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

BUSINESS SYSTEMS ANALYST (M365 SharePoint)

The City of Delta is currently looking for an outstanding candidate to join its Information Systems team in the exciting and challenging role of Business Systems Analyst. This key senior role works closely with business clients to establish system and functional requirements, design and implement business system processes and procedures, project-manage acquisition and deployment of corporate software, as well as maintain business systems client relationships, software, and databases. The Business Systems Analyst will conduct complex analytical and technical work in response to a wide range of business requirements and which encompass all phases of computer projects such as systems analysis, procedure documentation, process design, implementation and operation. This position will be assigned to the M365 SharePoint Online portfolio including CoPilot Studio and Power Automate technologies. Ideal candidates will have deep expertise in M365 SharePoint Online, with strong proficiency in CoPilot Studio and Power Automate to drive SharePoint, automation, and AI-powered solutions.

Education and Experience:

Bachelor's degree in computer sciences, business or engineering plus considerable related experience in an integrated information technologies environment, or an equivalent combination of training and experience.

Preferred Knowledge, Skills and Abilities:

- Ability to manage, configure, and support Microsoft SharePoint Online, CoPilot, and Power Automate.
- Project management experience leading the implementation of major functionality or a major Tier 1 application.
- Advanced knowledge of problem definition and resolution techniques applicable to the development and implementation of information technologies in response to business requirements.
- Ability to act as project leader in the design and implementation of new and modified business processes and systems.
- Ability to communicate effectively orally and in writing and to prepare and maintain technical reports and documentation.
- Advanced Knowledge and understanding of Microsoft SharePoint Online, CoPilot, and Power Automate.
- Knowledge and experience with Microsoft SQL Server 2019 or greater including query building and schema design considered an asset.
- Knowledge of programming methods including experience with systems integration and XML.
- Knowledge and experience developing approaches, models, and algorithms to support complex business analytics projects.
- Knowledge and experience with ETL and Business Intelligence tools and techniques.
- Solid math and statistics abilities.

A valid Class 5 BC Driver's licence is required.

If you enjoy learning and challenges, have outstanding organizational skills, and believe that the team is stronger than the individual, we would welcome your application for this exciting role.

The City of Delta provides a competitive salary of \$49.65 - \$58.66 per hour (approx. \$90,672-\$107,127 annually) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are invited to apply online at www.delta.ca/employment, to **#25-104 EX** by **April 9, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.