

## **IT BUSINESS ANALYST LEVEL I**

Position ID: J0425-0276

Job Title: IT BUSINESS ANALYST LEVEL I

Job Type: Full Time

Department: IT Emerging Solutions

Number Of Positions: 1

Min Salary: \$35.62/Hour

Max Salary: \$44.53/Hour

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The IT Business Analyst is responsible for identifying and refining new and existing business processes, managing requirements, and ensuring full traceability throughout the IT project lifecycle. A key requirement is to build and leverage relationships to support the project goals, objectives, and deliverables. This is an exciting opportunity for a new and aspiring Business Analyst to join our dynamic team. We offer a supportive environment where you will be mentored to grow and develop your career. You'll have the chance to work on impactful projects that shape the future of our organization's technology landscape.

Responsibilities include:

- Build and maintain strong working relationships with business users, technical teams, and vendors through the facilitation of workshops and meetings, ensuring their needs are understood and met.
- Collaborate with stakeholders to understand their needs and translate them into detailed functional and technical business requirements.
- Maintain effective documentation to prioritize issues or defects and manage these through to resolution leading to system or product improvements.
- Identify areas for improvement in business processes and recommend solutions.
- Work on small (Level I) IT projects gathering basic requirements, meeting notes, and simple processes.
- Create and maintain basic documentation, including business requirements, process flows, user stories, meeting summaries, and test plans.
- Provide support to senior business analysts and project managers in larger IT projects.

**You Bring:**

- Bachelor's degree in Business, Information Systems, or a related discipline is preferred
- Certificate in Business Analysis
- Desire to work towards a business analysis designation or equivalent (e.g. Certified Business Analysis Professional (CBAP) or PMI Professional in Business Analysis (PMI-PBA))
- Strong communication and presentation skills
- Knowledge of Business Analysis Methodologies (e.g. BABoK)
- Results-focused self-starter with excellent time management and organizational skills
- Strong team player with a demonstrated commitment to service excellence, quality and client communication

**We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

This position requires you to work in a hybrid environment where you come into the office at least two/three times a week.

**Next Steps:**

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.