



BUILD A CITY. BUILD A FUTURE.



MS POWER PLATFORM & SHAREPOINT ONLINE DEVELOPER (APPLICATIONS ANALYST 1) **TERM (1 YEAR)**

As one of Canada's fastest growing and most diverse cities, the City of Surrey is a recognized leader in innovation and sustainability. Technology is central to how we serve our community—making our city smarter, more connected, and more resilient.

Join the Productivity & Analytics Solutions Team and help shape Surrey's digital transformation. As a MS Power Platform & SharePoint Online Developer (Applications Analyst 1), you'll contribute to modern, low-code business solutions that improve efficiency, support collaboration, and enable City staff to deliver services more effectively.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Term (1 Year)

SCOPE

The MS Power Platform & SharePoint Online Developer (Applications Analyst 1) is ideal for a technically minded, curious, and collaborative individual who enjoys learning new tools, solving problems, and applying innovative thinking in a team environment.

RESPONSIBILITIES

- Designs, develops and sustains Microsoft ecosystem applications and solutions (Power Apps, Power Automate, Copilot Studio, Power BI), Microsoft 365 Teams, and SharePoint Online.
- Participates in technical activities within the team – estimating, planning, testing, research, deployments and document creation.
- Works as part of a project team to deliver valuable working software to production in a continuous release product lifecycle.
- Remains in touch with technological developments relevant to current and future initiatives.
- Provides troubleshooting assistance and end-user support to our clients.
- Communicates on open items and issues to key stakeholders, including management.
- Works well in a team setting supporting our collaborative work environment.
- Other duties as assigned

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QUALIFICATIONS

- Degree in a related field from a recognized institution plus one (1) year related experience or an acceptable equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven hands-on experience with Microsoft Power Apps and Power Automate, SharePoint Online, and Microsoft 365 Teams.
- Awareness of Dataverse, Copilot Studio, and AI Builder as emerging components of the Power Platform ecosystem.
- Awareness of AI-driven features and emerging tools, including Knowledge Agents and Copilot Agents, and how they enhance automation and service delivery within Microsoft 365.
- Basic understanding of solution lifecycle management (ALM) and use of Azure DevOps pipelines for packaging and deployment.
- Familiarity with Centre of Excellence (CoE) concepts and standardized design templates.
- Demonstrated ability to document solutions, support testing and hand-off activities, and contribute to shared knowledge resources.
- Awareness of data governance, security, and accessibility principles (e.g., Data Loss Prevention and responsible automation).
- Strong communication skills with the ability to collaborate with Citizen Developers and provide quality service to business partners.
- Curious and growth-minded, with a desire to continuously learn and contribute to Surrey's modernization and innovation goals.
- Completion of a Police Information Check.

OTHER INFORMATION

Pay Grade: 25
Hourly Rate: \$43.77

Pay Steps	Hourly Rates
Step 1	\$43.77
Step 2 (6 months)	\$45.61
Step 3 (18 months)	\$47.51
Step 4 (30 months)	\$49.52

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