

The opportunity

Leduc County is looking for an experienced and highly motivated Corporate Systems Analyst to join our team. Reporting to the Director – Corporate Services, this exciting opportunity evaluates and supports the implementation and maintenance of enterprise-wide systems and applications. This position is responsible for analyzing business processes, identifying system improvements, and implementing technology solutions that align with corporate objectives. Through effectively managing priorities, the analyst is a key contributor to the achievement of the organization's strategic and operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Supports Corporate Services initiatives by working with Information Management and Technology and other service areas to provide expertise and support in new initiatives, ongoing enhancements, and new applications.
 - Provides application development and support.
 - Provides oversight as a systems administrator to various corporate systems as needed.
 - Performs technical aspects of system maintenance, such as overseeing system updates and patching.
 - Designs, builds and maintains organizational reports and dashboards within corporate systems to support data-driven decision-making.
 - Reviews system specifications and systems interfaces with other applications and assists in the resolution of service issues.
 - Evaluates potential software solutions and system architecture to align with business requirements.
 - Leads or supports system implementations, upgrades, and integrations.
- Collaborates with cross-functional teams and stakeholders to analyze business processes and identify technical solutions to create efficiencies or enhance effectiveness.

- Automates processes or development with corporate software applications.
- Identifies and validates business processes and requirements using a variety of tools and methodologies.
- Conducts analysis to determine project scope that aligns requests with resources.
- Researches, identifies, develops and assists in the implementation of technology solutions that are workable across application domains.
- Plans and implements testing of technical solutions, using Integrated Systems Testing (IST), User Acceptance Testing (UAT) and defect management and resolution to maintain quality assurance.
- Develops and documents best practices and procedures for continuous improvement of business processes across the organization.
 - Develops and maintains system documentation, including workflows, data models, and user guides.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A bachelor's degree in computer science, information systems, or other related program.
- A minimum of five (5) years of experience in a related role, in a complex business environment.
- Experience and demonstrated expertise in supporting financial and information management systems projects and initiatives.
- Ability to apply strong analytical skills, product management (applications/hardware) knowledge and technical skills, to interpret customer business needs and translate them into application and operational solutions.
- Experience in large and small application development.
- Ability to clearly explain complex concepts, deliver effective presentations, and produce clear, concise reports.
- Proficiency in Microsoft Office and other databases or spreadsheet applications.

Nice to have

- Knowledge of Enterprise Resource Planning (ERP) software and Oracle Fusion.
- Previous experience in a municipal government environment.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$89,616.00 and \$112,022.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered. This posting will remain open until filled.

We thank all applicants however only those selected for an interview will be contacted.