



# BUILD A CITY. BUILD A FUTURE.



## FUNCTIONAL APPLICATION ANALYST 1

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### EMPLOYMENT STATUS

Union – CUPE Local 402 – Regular Full-Time

### SCOPE

Under direct supervision, you will provide functional application support for the Application system and ensure it meets the business needs of all end users. The incumbent is knowledgeable in all system functionality and works in a complex multi-site organization providing guidance, support and training in relation to the system. Considerable judgment, problem solving ability and expertise is required to develop solutions to operations issues arising out of the system that could have a serious impact to the City.

### RESPONSIBILITIES

As a Functional Application Analyst 1, you will:

- Be the primary source of contact, respond to, investigate, prioritize and resolve integrated administrative, technical or operating problems within the functional end user base using standard methodologies and procedures, interpreting or adapting as situations and problems arise.
- Participate in ongoing business operations and completing work assignments as delegated.
- Develop training material for end users and ensure that end user system document is appropriate and complete.
- Perform other related duties as assigned.

The ability to communicate effectively, establish and maintain effective working relationships with internal and external contacts is essential for success in this position. In addition, you possess excellent planning, organizing and estimating skills alongside the ability to work in a strategic and proactive manner. You also have the ability to think logically and analytically in a problem-solving environment and have effective presentation skills.

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## QUALIFICATIONS

The successful candidate will have one of the following:

- Bachelor's degree in an acceptable related discipline from a recognized post- secondary institution, plus 2 years of directly related and relevant experience, preferably in a municipal setting; or
- Diploma in an acceptable related discipline from a recognized post-secondary institution, plus 4 years of directly related and relevant experience, preferably in a municipal setting; or
- Technical courses in the field plus 6 years of directly related and relevant experience, preferably in a municipal setting.

Additionally:

- Education is to include post-secondary accounting or finance related courses.
- Experience includes working with financial applications. Experience with Financial Management System (Tempest) is considered directly related experience and is required for this role.
- An acceptable equivalent combination of education and experience may be considered.

## OTHER INFORMATION

Pay Grade: 25

Hourly Rate: \$43.77 (2024 Rates)

Pay Steps	Hourly Rate
Step 1	\$43.77
Step 2 (6 Months)	\$45.61
Step 3 (18 Months)	\$47.52
Step 4 (30 Months)	\$49.52

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 6965

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