

AI Solutions Analyst - 18 Month Term

Position ID: J0326-0307

Job Type: Full Time

Department: IT Data Services

Number Of Positions: 1

Min Salary: \$52.62/Hour

Max Salary: \$65.77/Hour

Posting Closing Date: April 10, 2026

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. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

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 AI Solutions Analyst serves as a lead technical specialist in applied artificial intelligence, responsible for driving the adoption of Microsoft Copilot, designing and supporting intelligent agents using Copilot Studio and other approved agent-building platforms, and enabling departments to use AI securely, responsibly, and effectively. This role partners with business units to identify practical AI and automation opportunities, translate requirements into usable generative-AI solutions, and support exploratory advanced analytics initiatives. The AI Solutions Analyst contributes to responsible AI adoption by applying established governance policies and review processes, promoting organizational data and AI literacy, supporting ethical and transparent AI use, and communicating insights and

recommendations to leadership as part of advancing the City’s overall AI and analytics maturity.

Responsibilities include:

- Lead the enterprise implementation of Microsoft 365 Copilot, driving responsible adoption through training, enablement, usage monitoring, trend analysis, and proactive engagement with departments to expand value and ensure sustained organizational uptake.
- Lead collaboration with business partners to understand and prioritize data and analytics needs, conducting thorough assessments to ensure solutions align with organizational goals and deliver measurable business value.
- Investigate, design, and implement the use of Microsoft Copilot, Copilot Studio (Agent Builder), and AI-assisted automation to analyze enterprise data, surface insights, and reduce manual effort by streamlining workflows across business functions, ensuring responsible and governed use.
- Conduct data analysis to uncover actionable insights, identify trends, and measure performance, including exploring the practical use of machine-learning techniques and AI-assisted analytics within the Microsoft platform.
- Communicate analytical approaches and findings to leadership and stakeholders using clear narratives and data visualizations, translating insights into understandable and actionable outcomes.
- Champion the adoption of modern Microsoft data and AI technologies, coach teams on best practices, and foster a culture of innovation, experimentation, and data excellence.
- Establish and promote best practices for security, privacy, and compliance, embedding privacy-by-design, data residency considerations, access controls, encryption, logging, and incident response into AI solutions.
- Review, maintain, and recommend updates to the organization’s AI Policy, Responsible AI standards, and supported use-case documentation, translating governance requirements into practical guardrails, guidance, and lightweight checklists for delivery teams.
- Operate the AI Use Review & Assessment (AURA) process, including intake and review of AI use cases, risk and impact assessments, definition of human-oversight requirements, and maintenance of records for approvals, exceptions, and post-implementation reviews.
- Partner with data, privacy, security, legal, and governance bodies to ensure AI initiatives and controls remain aligned with organizational policies, regulatory obligations, and responsible AI principles.
- Partner with data and platform teams to explore predictive analytics and machine-learning use cases (e.g., population growth forecasting), including assessing feasibility, data readiness, governance considerations, and operational fit.
- Partner with business unit subject-matter experts to ensure data readiness for AI, including provenance, lineage, glossary alignment, data quality metrics, and documentation of training and evaluation datasets for traceability and auditability.
- Ensure Copilot and generative AI solutions align with established responsible-use guardrails, including content safety expectations, grounded responses, transparency practices, and approved data access.
- Stay current on emerging AI risks, ethical considerations, and regulatory developments, and provide recommendations that ensure responsible adoption across the City.



You Bring:

- Bachelor’s degree in computer science, data science, statistics and/or analytics, mathematics, or a related field. Master’s Degree would be an asset.
- 5+ years of experience in analytics, applied AI, or a related technical field, with demonstrated experience using Microsoft data and AI tools in enterprise environments.
- Microsoft Certified: Azure Data Fundamentals
- Microsoft Certified: PowerBI Data Analyst Associate
- Considered an asset and willing to obtain:
 - Artificial Intelligence Governance Professional: AIGP
 - Microsoft Certified: Azure AI Engineer Associate
 - Microsoft Certified: Azure Data Scientist Associate
 - Microsoft Certified: Fabric Analytics Engineer Associate
 - Certified Analytics Professional (CAP)
 - DAMA CDMP Certified (Master level preferred)
- Working knowledge of Microsoft 365 tenant configuration and Copilot administration, including permissions, data access, and the ability to troubleshoot Copilot behavior in partnership with infrastructure teams.
- Hands-on experience enabling and using Microsoft Copilot and related AI capabilities, including Copilot Studio or similar low-code / no-code AI and automation platforms.
- Experience analyzing and working with enterprise data to surface insights, identify trends, and support decision-making using tools such as Power BI, Excel, or other Microsoft analytics solutions.
- Working knowledge of machine-learning and predictive analytics concepts, with experience exploring or applying models in support of business use cases (e.g., forecasting or classification), without responsibility for production ML pipelines.
- Strong SQL skills for querying, transforming, and analyzing large datasets across structured and semi-structured sources.
- Proficient in Python for data analysis, machine learning, and automation, including integration with Azure services.
- Extensive experience with Microsoft Power BI, including DAX, Power Query, and advanced data modeling for executive-level reporting and self-service analytics.
- Familiarity with ETL tools such as FME, SSIS, and Azure Data Factory, with a focus on automation and data quality.
- Working knowledge of DMBOK v2 and its application to data governance, metadata management, and data quality practices.
- Experience with geospatial data tools such as Esri ArcGIS for spatial analysis and visualization in support of location-based decision-making.
- Strong understanding of data-driven environments and converting business goals into data strategies. Curious and solutions-oriented, driven to explore data and uncover insights.
- Resilient and resourceful in overcoming challenges and delivering results.
- Strong analytical skills in statistics, predictive modeling, and insight generation.
- Proven ability to solve complex problems with data-driven approaches.
- Strong leadership and project management for cross-functional delivery.
- Collaborative, with success integrating AI and ML across teams.
- Excellent communicator of complex insights to all audiences.
- Detail-oriented, committed to accuracy, documentation, and governance.



- Continuous learner in data science, AI, and machine-learning trends.
- Strong business acumen, aligning data solutions with strategic objectives.

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 is a full-time, 18 month term position (37.5 hours per week) with the possibility of extension and requires working in the office at least three days per week.

Next Steps:

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). 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.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) 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.