

BUILD A CITY. BUILD A FUTURE.



*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*

Systems Analyst 1

Scope

Reporting to the IT Operations Manager, the incumbent maintains the integrity of the enterprise systems including but not limited to telecommunications, audio visual, server, storage and infrastructure applications.

Responsibilities

- Perform duties as an Active Directory (AD) and Azure Active Directory (AAD) administrator, including administration of all City Group Policies.
- Administer users in an M365, Azure, and on-premise Windows environment
- VMWare administration, including creation of templates, installation of updates and patches, etc.
- Windows Server routine administration tasks such as user account creation/updating, server builds/updates/patch installation, Domain Controller, DNS, DHCP, etc.
- Documents the enterprise systems designed in accordance with established standards.
- Performs PowerShell scripting activities.
- Places orders for materials from pre-approved vendors to complete projects.
- Liaises with user departments, other IT staff, and vendors during the implementation of a new system.
- Performs software installations and upgrades to operating systems and layered software packages.
- Assesses that work is completed accurately and systems are functioning properly.
- Assists in the analysis of systems and the preparation of recommended solutions for meeting users' requirements.
- Maintains systems, responds to incident tickets, and troubleshoots systems issues.
- Assists other staff in performing their duties.
- Performs other related duties as assigned.

Qualifications

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

Candidates under considerations will be able to demonstrate:

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- Sound technical knowledge of IT infrastructure and the ability to perform root cause analysis and trouble shoot.
- Possess effective communication skills and provide excellent customer service to all parties involved. The ability to work well within a team environment.
- Able to prioritize and work under tight deadlines and urgent matters and achieve deliverables.

Experience with the following will be a benefit:

- Commvault backup software
- Cisco UCS and HCI infrastructure
- PowerShell scripting

Successful applicants must provide proof of qualifications.

This position requires completion of a Police Information Check.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

Pay Grade: 25

Pay Steps	Hourly Rates
Step 1	\$46.89
Step 2 (6 months)	\$48.86
Step 3 (18 months)	\$50.90
Step 4 (30 months)	\$53.04

Apply

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