



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

BUSINESS SYSTEMS ANALYST

The City of Delta's Information Services Division is seeking a skilled Business Systems Analyst (SharePoint Administrator) to lead the administration, governance, and development of its SharePoint Online environment for collaboration, intranet, and document management. Reporting to the Manager of Enterprise Applications and Projects, the role involves designing, implementing, and maintaining SharePoint-based solutions, ensuring security, scalability, and alignment with organizational needs. Key responsibilities include establishing governance frameworks, managing permissions, enabling records management, and integrating SharePoint with Microsoft 365 applications like Teams, OneDrive, and Power Platform. The position requires technical expertise, independent judgment, and collaboration to deliver user-centered solutions that enhance organizational efficiency.

Specific Duties & Responsibilities

- Administer and support the City's Microsoft 365 focusing on SharePoint Online, including site collections, hub sites, and associated services such as Teams and Power Platform
- Develop and maintain SharePoint governance frameworks, permissions and lifecycle management.
- Lead SharePoint initiatives, including planning, delivery, and stakeholder management.
- Configure and manage SharePoint security, permissions, and compliance features.
- Develop automated workflows using Power Automate to streamline processes.
- Provide training and guidance to site owners and users on best practices.
- Troubleshoot and optimize SharePoint and M365 environments for performance and reliability

Illustrative Examples of Work

- Leading the design and rollout of SharePoint-based solutions to support departmental collaboration, intranet services, and document management needs.
- Establishing governance standards for SharePoint sites, including defining ownership models, lifecycle processes, and usage guidelines across departments.
- Troubleshooting complex SharePoint and M365 issues, identifying root causes, and implementing sustainable solutions.
- Supporting the development and continuous improvement of the corporate intranet, including content structure, usability, and governance.

Required Knowledge, Abilities and Skills

- Considerable knowledge and hands-on experience administering Microsoft 365, with a strong emphasis on SharePoint Online, including site collections, hub sites, permissions, and governance.
- Strong understanding of SharePoint Online architecture, including site structure, information architecture, and integration with Microsoft Teams, OneDrive, and the Power Platform.
- Experience configuring and managing SharePoint security and permissions models, including role-based access and governance controls.
- Ability to gather and translate business requirements into practical, scalable technical solutions within the SharePoint and M365 environment.
- Strong analytical and problem-solving skills with the ability to diagnose complex technical and functional issues.
- Strong communication and interpersonal skills, with the ability to work effectively with technical and non-technical stakeholders.
- Ability to work independently with a high degree of initiative, while contributing to a collaborative team environment.
- Ability to perform assigned duties under minimum supervision.

Desirable Training and Experience

- Bachelor's degree in computer science, IT, or related field, or equivalent experience.
- Minimum 3 years of hands-on experience with SharePoint Online administration, governance, and intranet development.
- Strong knowledge of information architecture, metadata, taxonomy, and document management.
- Microsoft certifications (e.g., MS-900, MS-102) and experience with Azure Active Directory (Microsoft Entra ID) are assets.
- Municipal or public sector experience is an asset.

Interested applicants are strongly encouraged to include cover letters with their applications highlighting their hands-on experience with SharePoint Online administration, information architecture, intranet or document management solutions, and Microsoft 365.

The City of Delta provides a competitive salary of \$53.19 - \$62.83/hour and a comprehensive benefits package, including a Defined Benefit Pension Plan with Special Agreement option (Municipal Pension Plan). Interested applicants are requested to apply online by **May 1, 2026** to competition **#26-114 EX**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

City of Delta
Attention: Human Resources
4500 Clarence Taylor Crescent, Delta, BC V4K 3E2
www.delta.ca/employment

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