

IT Data Analyst - 18 Month Term

Position ID: J0426-0323

Job Type: Term Full Time

Department: IT Data Services

Number Of Positions: 1

Min Salary: \$46.81/Hour

Max Salary: \$58.51/Hour

Posting Closing Date: May 7, 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

As a Data Reporting & BI Analyst, you will collaborate with business units and data teams to understand reporting needs, translate business requirements into semantic models and visualizations, and deliver accurate, actionable insights using Power BI and Microsoft Fabric. You will analyze large datasets using SQL, build intuitive dashboards and reports, and ensure data quality and consistency across reporting assets. Your role includes designing and optimizing Power BI data models, implementing business logic through DAX, and applying best practices for performance and security. You will document reporting logic, participate in CAB processes for controlled changes, and provide training and support to promote user adoption. Success in this role requires curiosity, creativity, and strong problem-solving skills, along with the ability to build trust and foster collaboration across teams.

Responsibilities include:

- Collaborate with business users to understand data needs, identify relevant datasets, and deliver actionable analytics in clear, intuitive formats.
- Leverage curated silver and gold datasets to build Power BI dashboards and reports, performing lightweight data preparation using Power BI and Fabric Dataflows Gen2 while partnering with Data Integration Specialists to access and centralize enterprise data assets.
- Design and maintain the Power BI semantic layer by creating robust data models, defining relationships, and implementing business logic through DAX measures to ensure accurate, consistent, and performant reporting.
- Optimize data models and report performance using best practices such as star schema design, storage mode selection, incremental refresh, and query reduction techniques.
- Implement security and governance controls including Row-Level Security (RLS), sensitivity labels, and workspace role management; collaborate with data governance teams to enforce standards and maintain data lineage
- Manage deployment and lifecycle activities by publishing reports, configuring data gateways, scheduling refreshes, and using deployment pipelines or version control tools for dev/test/prod environments.
- Document reporting logic, transformations, and metadata to support transparency, maintainability, and user understanding.
- Promote reusable components by developing shared datasets, dataflows, and Power Query functions to ensure consistency across reporting assets.
- Create intuitive dashboards and visualizations optimized for desktop and mobile experiences, incorporating advanced Power BI features such as AI visuals and hybrid storage modes.
- Provide training and support to business users for smooth adoption of reporting solutions and self-service analytics.
- Participate in Change Advisory Board (CAB) processes to review and approve changes to reporting solutions, ensuring alignment with organizational standards and minimizing risk.

You Bring

- Bachelor's degree in information systems, Data Analytics, Computer Science, or related field.
- 2–3 years of experience in a Data Analyst, BI Analyst, or similar role focused on delivering insights and business solutions.
- 1–2 years of hands-on experience creating data-driven solutions using Microsoft Power BI (DAX, Power Query, report design).
- Microsoft Certified: PowerBI Data Analyst Associate
- Considered an asset and willing to obtain:
 - Microsoft Certified: Azure Data Fundamentals
 - DAMA CDMP Certified (Master level preferred)
 - Certified Analytics Professional (CAP)
- Experience writing and optimizing T-SQL queries for reporting and analysis.
- Knowledge of effective data storytelling, layout design, and user experience principles in dashboards.
- Exposure to Microsoft Fabric components such as Lakehouse and Dataflows Gen2.
- Familiarity with Python for basic data manipulation or task automation (preferred).

- Understanding of data quality principles, classification, and forecasting techniques.
- Experience working with cross-functional teams and communicating with business stakeholders.
- Experience documenting reporting logic, data definitions, and metadata.
- Familiarity with data governance frameworks such as DMBOK v2 (preferred).
- Experience with SSRS or similar reporting tools (preferred).
- Strong communication and interpersonal skills
- Excellent attention to detail and organization
- Ability to analyze and work with large amounts of data.
- Ability to establish effective, collaborative working relationships and an ability to build trust and interact with others in a positive manner.
- Self-motivated with the ability to work independently and in a collaborative team environment.
- Ability to adapt well in an ever-changing environment.
- Ability to conduct research into data management issues, practices, and products as required.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

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.

