

# 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.

## Employment Status

Union - CUPE Local 402 – Regular Full-Time

## OTHER INFORMATION

Pay Grade: 25

Hourly Rate: \$46.89 (2026 rates)

| 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      |

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