



# **BUSINESS SYSTEMS ANALYST**

## **12-Month Term**

### **Join our Team and Make a Difference!**

Are you a technology-savvy problem solver who enjoys turning business needs into smart, practical solutions? Do you thrive on improving processes, supporting users, and helping organizations get the most value from their systems? If so, Red Deer County has an exciting opportunity for you.

Red Deer County is seeking a collaborative and forward-thinking Business Systems Analyst to join our Information Technology team for a 12-month term. Reporting to the IT Manager, this role is a key contributor in helping the organization enhance service delivery, improve efficiency, and support innovation through effective business applications and digital solutions.

This is a rewarding opportunity to work across departments, partner with stakeholders throughout the organization, and play a meaningful role in strengthening the systems and processes that support municipal operations.

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### **What You'll Do**

- Identify opportunities to automate processes and improve service delivery using enterprise applications, Microsoft 365 technologies, workflow tools, and digital solutions
- Conduct business and systems analysis to assess needs, evaluate options, and recommend practical solutions
- Partner with departments across the organization to support process improvements, efficiencies, and technology-enabled innovation
- Support the design, implementation, enhancement, testing, troubleshooting, and ongoing operation of software applications and business systems
- Translate business needs into functional and technical requirements
- Configure, maintain, and optimize business applications and workflows
- Act as a liaison between users, IT staff, vendors, and service providers
- Assist with integrations, reporting, data analysis, training, documentation, user testing, and change management activities
- Contribute to project planning, continuous improvement, and the overall effectiveness of business systems

### **What You Bring**

- Post-secondary diploma in Computer Science, Business, or a related technology discipline
- Minimum of five (5) years of related experience in business analysis, system support, application administration, process improvement, or technology solution delivery
- Experience with Microsoft 365, including SharePoint, Teams, and Power Platform
- Strong communication, analytical, and problem-solving skills

- Ability to work primarily in person at Red Deer County Centre
- Valid Class 5 driver's licence with an acceptable driver's abstract
- Satisfactory Criminal Record Check

### **Assets**

- CBAP, CCBA, or other recognized Business Analyst designation
- Experience with reporting, dashboards, data analysis, or business intelligence tools
- Experience with enterprise applications, ERP systems, municipal software, Oracle Fusion, relational databases, or SQL

### **Why Join Us?**

This is a rewarding opportunity to make a meaningful contribution in a collaborative municipal environment. At Red Deer County, your work will have a direct impact on the systems, services, and processes that support employees across the organization and help deliver services to our community.

You will be part of a team that values innovation, practical problem-solving, and continuous improvement. This role offers the chance to work on meaningful projects, build strong relationships across departments, and help shape technology solutions that improve how work gets done.

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### **Additional Information:**

**Position Type:** Temporary (12-month term)

**Hours of Work:** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Department:** Corporate Services

**Salary Scale:** \$89,724 - \$119,354

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**Application Details:** Apply today and bring your expertise to a role where your contributions truly matter. If you're ready to be part of a supportive team and amazing work culture, we'd love to hear from you!

Submit your cover letter and resume, quoting the position title, no later than **8:00 a.m. Tuesday, July 28, 2026**, to:

**HUMAN RESOURCES DEPT.**

[hr@rdcounty.ca](mailto:hr@rdcounty.ca)

[www.rdcounty.ca](http://www.rdcounty.ca)



***Join us at Red Deer County and make a meaningful impact!***

***\*\* A full position description is available upon request. \*\****

*Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

