



**Position Title:** IT Systems Analyst

**Position Status:** Full-Time Regular

**Department:** Corporate Services

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T30 \$4,228.20 - \$5,007.58 bi-weekly

Our Corporate Services Department is seeking an IT Systems Analyst who will support and maintain the organization's records management and enterprise business platforms. You will engage in implementations, upgrades, and change management; configure applications, troubleshoot issues, and develop and test enhancements; and liaise between client departments, technical staff, and vendors, applying sound configuration, security, and data governance practices to keep these systems reliable and aligned to business needs.

You are a pragmatic, service-oriented professional with strong technical depth across records management (RMS) and enterprise resource (ERP) applications, who can translate business requirements into well-governed, supportable solutions and keep critical enterprise systems running dependably.

**This role:**

- Acts as project manager in the development and implementation of information technology systems, applications and standards; and coordinates project lifecycle through all phases including planning, design, development, implementation and operational support.
- Coordinates strategic and tactical business planning for client departments; conducts needs assessment and consults with clients to understand requirements and gather feedback; acts as liaison between clients, technical staff and/or contractors to ensure solutions meet client expectations and adhere to policies and standards; coordinates implementation of applications and systems across departments; supports change management activities related to implementation and upgrades; and provides assistance and guidance on matters related to the work.
- Programs, codes and/or scripts for automation, configuration, and integration; builds and maintains low-code solutions and workflows; monitors system and application performance; provides technical assistance and

troubleshoots and/or fixes problems; liaises with and refers more complex issues to technical staff and vendors as needed; and supports and maintains enterprise systems and business applications.

- Reviews and develops test scripts and scenarios; performs testing, configuration changes, and enhancements to ensure system integrity and integration across various applications; and applies configuration and version control practices to track, document and manage changes across development, test and production environments.
- Keeps abreast of industry developments and best practices related to the work; researches, evaluates and recommends new and/or revised tools and methodologies; prepares technical specifications for acquisition; conducts procurement evaluations; and recommends contract awards for products and services.
- Trains users and conducts onboarding regarding system and application functions and new features; and develops and maintains various training materials.
- Prepares and maintains a variety of materials such as technical procedures, project charters, business cases, statements of work, estimates and system configurations; and prepares and provides reports and presentations to senior staff, clients, technical staff and external contacts.
- Performs related work as required.

**To be successful, you have:**

- Completion of a university degree in computer science, business administration or other relevant discipline, plus considerable experience in software and/or enterprise application development and business/management systems analysis and planning; or an equivalent combination of training and experience.
- Thorough knowledge of the equipment, methods and techniques used in developing, implementing and supporting a variety of enterprise applications and systems related to the work performed.
- Thorough knowledge of the principles and practices of project management, requirements gathering, business analysis and needs assessment.
- Thorough knowledge of problem definition and analysis related to systems planning.
- Considerable knowledge of information technology components, processes and developments related to the work performed.
- Considerable knowledge of the departmental policies, procedures and functions and their requirements related to the work performed.
- Considerable knowledge of computer programming related to the work performed.
- Considerable knowledge of relational databases, SQL and data management principles as applied to enterprise systems.
- Considerable knowledge of configuration and version control practices as it relates to managing system changes, scripts and application configurations.
- Sound knowledge of security and privacy considerations as it relates to system configuration, data handling and integration work.
- Ability to support major enterprise applications and to provide subject matter expertise in assigned area of responsibility such as, but not limited to, ESRI GIS, PeopleSoft, EAM and Unit4.
- Ability to act as project manager and to coordinate the project lifecycle through all phases.
- Ability to coordinate system and application implementation across departments and to collaborate with various staff to ensure project meets business requirements and organizational standards.

- Ability to program, code and script as it relates to the work, to develop test scripts and scenarios, and to perform testing, configurations and enhancements.
- Ability to ensure compliance with organizational security, privacy and data governance standards.
- Ability to analyze and document business processes and workflows and to recommend improvements to support efficiency and usability.
- Ability to prepare technical specifications, conduct procurement evaluations, and recommend awards.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide advice, assistance and training on matters related to the work.
- Ability to communicate effectively orally and in writing and to provide presentations to senior staff.
- Ability to perform assigned duties under minimum supervision.
- Driver's Licence for the Province of British Columbia.

### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by August 19, 2026.*