



Applications Analyst

Permanent, full-time (35 hours/week)
\$92,274.00 - \$115,333.40 per annum

At the City of Leduc, our mission is Building a connected community for all people. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe strong technology services are foundational to delivering exceptional services to our community. Our Corporate Information Technology (CIT) team plays a critical role in enabling City operations through reliable systems, trusted partnerships, and responsive service delivery.

We are currently seeking an Applications Analyst to join our Technology Solutions unit. This is a vital role for a technical professional who thrives on maintaining, customizing, and improving the enterprise applications and databases that keep our city running smoothly.

What is the Opportunity?

Reporting to the Manager, Technology Solutions & Applications, the Applications Analyst is responsible for the health and evolution of the City's software ecosystem. You will be the bridge between complex logic and operational excellence, ensuring our enterprise applications are not just functional, but optimized to meet the changing needs of our stakeholders.

This role exists to provide deep technical support and innovative solutions across a diverse portfolio of applications. From troubleshooting critical software issues to designing solutions, you will play a key part in the City's technology strategy—ensuring our digital tools are reliable, secure, and continuously improving to support our staff and citizens.

What will you do?

In this key technical role, you will maintain corporate applications while providing expert guidance to the organization. Key responsibilities include:

- Review and analyze effectiveness and efficiency of applications & develop strategies for improving or leveraging the applications.
- Support users with incident management, identify and resolve systems issues, and act as the first point of contact with vendors.
- Perform fixes including installing and upgrading software, installing hardware, and configuring systems and applications.
- Ensure that new software that is integrated into existing systems meets functional requirements, system compliance, and interface specifications.
- Assess upgrade alignment with business requirements and integrate with application road maps.
- Provide expert advice and recommendations to leadership and "application champions" to support informed decision-making regarding software lifecycles and customizations.
- Prioritizing tasks independently to ensure projects stay on track and meet organizational goals.
- Participate in cross-training initiatives with other IT staff to foster a collaborative, knowledgeable team environment focused on exceptional customer service.

Who you are?

You are a detail-oriented and analytical IT professional who excels at solving complex logic problems in a fast-paced environment. You bring:

- A degree, diploma, or certificate in Computer Science, Information Systems, or a related field from an accredited institution.
- Three (3) to five (5) years of experience supporting enterprise applications on-premise and SaaS.
- Three (3) to five (5) years of experience in administering web application servers such as Microsoft IIS.
- Three (3) to five (5) years of experience in administering or using a relational database such as Microsoft SQL Server.
- Minimum three (3) years of experience in project management, processes, and tools.
- Experience with administering municipal government applications such as CityWorks, CityView, and IntelliLeisure is considered an asset.
- Experience administering municipal government financial applications such as Workday and Diamond GP is considered an asset.

- Strong analytical and problem-solving skills, with the ability to prioritize effectively when new requests conflict with existing project timelines.
- Excellent communication skills and the ability to work closely with diverse stakeholders to understand and meet their evolving technical needs.
- A commitment to providing high-quality customer service and a proactive approach to identifying and resolving software anomalies.
- An ITIL Foundations Certificate or experience with ITIL-based service management is considered a significant asset.

What we Offer?

Working for the City of Leduc means joining a team that values trust, collaboration, and meaningful impact. In this role, we offer:

- Competitive compensation and comprehensive benefits, including a defined benefit pension plan (LAPP), extended health and wellness supports, and paid time off.
- A high-value technical role with real influence, where your custom coding and application support directly impact the efficiency of municipal services.
- Opportunities for professional growth, including cross-training with specialized IT staff and exposure to a wide variety of enterprise-level software and systems.
- A collaborative and value-driven workplace, where technical expertise and "systems thinking" are respected and encouraged.
- Work-life balance supported by a culture of belonging, respectful collaboration, and a focus on sustainable, impactful workloads.
- A free annual pass to City of Leduc recreation facilities, including access to drop-in programs to support your health and well-being.

Important Notes!

- The successful candidate must provide a current Criminal Record Check at their own expense.
- Please include a cover letter outlining how your application support and programming experience align with this role.

Ready to Join Us?

If you are a solution-focused analyst who excels at troubleshooting enterprise systems and designing custom applications, we encourage you to apply and help us build a more efficient, tech-forward City. Apply today at www.leduc.ca/careers and help us keep Leduc's digital infrastructure running at its best.

Competition closes at 11:59 pm (MT) on **October 14, 2026**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.