IT Business Analyst II - Term (15 Months)

Position ID: J1026-0228

Job Type: Term Full Time

Department: IT Project Management

Number Of Positions: 1

Min Salary: $46.81/Hour

Max Salary: $58.51/Hour

Posting Closing Date: November 11, 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:

The IT Business Analyst II is responsible for driving high level business analysis and providing strategic advice in support of the City's technology projects. This role is responsible for identifying and refining new and existing business processes, requirements management, and full traceability throughout the IT project lifecycle. A key requirement is to build and leverage relationships to support project goals, objectives, and deliverables.

Responsibilities include:

• Relationship management: Liaise with and develop strong working relationships with project teams, sponsors, vendors, technical staff and end users.
• Oversee requirements management: Analyze, define and document complex business and system requirements to ensure traceability through solution design, testing and implementation.
• Ensure Requirements Traceability: Maintain full traceability of business requirements from elicitation through demonstration, selection, and implementation, ensuring that the chosen system aligns with the City's operational needs and strategic goals.
• Where applicable, participate in vendor product demonstrations: Attend vendor demonstrations, ensuring that business requirements previously elicited are accurately represented and addressed.
• Optimize business processes: Analyze and document process diagrams for current, future and implemented states in collaboration with affected departments.

• Support implementation activities: After a solution is selected, collaborate with the implementation vendor(s) to validate requirements, participate in solution configuration, and oversee sessions/workshops to support testing and training activities.
• Bridge stakeholder interests: Act as a liaison between City departments, vendors, and project sponsors to ensure that the solution delivers measurable improvements in efficiency, transparency, and service delivery.

You Bring:

• Diploma or Bachelor of Science degree in Computer Science, Software Engineering, Computer Engineering, or equivalent
• Business analysis training or equivalent e.g. Certificate of Competency in Business Analysis (CCBA), Certified Business Analysis (CBAP), Entry Certificate in Business Analysis (ECBA), or Professional in Business Analysis (PMI-PBA).
• Minimum of 5 years of experience as an IT Business Analyst
• Experience with process re-engineering, including capturing use cases
• Knowledge of and experience with Business Analysis Methodologies (e.g. BABoK)
• Experience working in a municipal government setting would be an asset
• Results-focused self-starter with excellent time management and organizational skills adept at effectively dealing with multiple competing priorities while meeting deadlines
• Strong communication and presentation skills, demonstrating tact and diplomacy in order to establish strong and successful working relationships with external and internal affected parties
• Ability to establish effective, collaborative working relationships and an ability to build trust with staff across all levels of the organization
• Experience in researching and recommending solutions that would fit with the corporation's IT landscape
• Strong team player with a demonstrated commitment to service excellence, quality and client communication

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, 15-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. The term end date for this position is March 31, 2028.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. 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.