



The City of Castlegar is a community of 7,500 people, located on the scenic confluence of the Columbia and Kootenay Rivers. If you enjoy outdoor activities, our surrounding mountains and lakes provide excellent year-round recreational opportunities for you and your family.

SENIOR TECHNICAL SYSTEMS ANALYST

At the City of Castlegar our people are our most important asset and are central to our plan to make the City a great place to live and work. The City of Castlegar is currently seeking an experienced Senior Technical Systems Analyst to join our Information Technology team. This role determines appropriate solutions for and implements systems that fulfill staff and council objectives, keeps enterprise systems updated and secure, assists with help desk and the management of endpoint devices, and maintains a high level of organization including documentation. You will be a strong team player who will help deliver high quality services to the City's residents, council and staff.

We are seeking a full time Senior Technical Systems Analyst with a thorough knowledge of the strategies and systems used to deliver enterprise level IT services. The successful candidate will have exemplary technical skills, communication and interpersonal skills, with a minimum of five years of directly related experience and proven success delivering high quality IT services.

To be successful, you will need well developed team skills, including day to day people interactions coupled with solid organizational skills and the ability to develop and implement new systems. You will work with the IT Manager to deliver IT services in an environment that can be demanding and require the ability to multitask while remaining courteous with staff and council.

You will need to have a diploma or degree in Information Technology or a related field of study or the equivalent in industry certifications.

Salary will be commensurate with qualifications and experience. A comprehensive benefits package and relocation assistance will be provided as required.

For more information on the City of Castlegar and to view the Senior Technical Systems Analyst Job Description visit www.castlegar.ca

Please submit your application via email, including a detailed resume of work experience, education and qualifications by 4:30 p.m. on Friday, March 29, 2019 to:

Personnel Officer
City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7
E-mail: hr@castlegar.ca

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

**City of Castlegar
POSITION DESCRIPTION**

POSITION TITLE:	DATE:
SENIOR TECHNICAL SYSTEMS ANALYST	March 2019
DEPARTMENT:	REPORTS TO:
Information Technology	Information Technology Manager

SUMMARY

Reporting to the Information Technology Manager, the Senior Technical Systems Analyst (STSA) is responsible for implementing projects through all phases from planning to maintenance. The STSA will assist with the investigation and resolving of software and hardware issues; assisting in installing, configuring and testing new applications, equipment, and system updates and maintenance.

RESPONSIBILITIES

1. Responsible for assisting with Help Desk by providing problem resolution for calls from all City Employees and Council.
2. Performs testing, configuration changes, enhancements and new functionality in order to ensure system integrity and proper integration across various applications.
3. Manages projects through all phases from planning through to maintenance.
4. Recommends changes in methods, processes and procedures.
5. Remains current with developments in applications and related technologies, including releases and enhancements/new functionality.
6. Identifies opportunities to improve operational effectiveness through the use of technology and makes recommendations where appropriate.
7. Assists with the installation and configuration of software and hardware; provides orientation to users, as required.
8. Performs system maintenance.
9. Assists with maintaining inventory of IT equipment and software.
10. Maintains a high level of security throughout the organization.
11. Acts as the Information Technology Manager in his/her absence.
12. Other related duties and special projects as assigned.

POSITION TITLE	DATE
SENIOR TECHNICAL SYSTEMS ANALYST	March 2019

QUALIFICATIONS

Essential	Desirable
Related Post-secondary degree, with preference for graduate degree in Computer Science or an equivalent combination of education, training and experience.	Knowledge of municipal business processes.
5+ years' experience with server technology and software	
Strong analytical and problem solving skills	
Knowledge of current trends, standards, and products in Information Technology	
Demonstrated operational and project management skills.	
Demonstrated ability to work both independently and as a member of a team	
Excellent oral, written and presentation skills with ability to communicate to all levels of the organization	
Ability to manage projects, multiple priorities and respond to requests in a timely manner	
Ability to establish and maintain effective working relationships both internally and externally with technical and non-technical staff	
Ability to handle business critical and sensitive/confidential information	
Demonstrated ability to work under pressure, manage multiple priorities and respond to requests in a timely manner.	
Continuous improvement and continuous learning mindset.	
Valid BC Driver's License Class 5	