



JOB POSTING - EXTERNAL

Position:	System Analyst I	Date of Posting:	October 3, 2023
Department:	Information & Technology	Closing Date:	October 23, 2023
Job Type:	Full-time	Employment Type:	Exempt
Work Location:	In Person - Prince Rupert, BC	Expected Start:	TBD

We, the City, value the diversity of the people we hire and serve and encourage applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

The City of Prince Rupert is seeking a positive, ingenious, and self-motivated individual for the position of System Analyst I to join our award-winning organization and team, reshaping our City's future. We seek a resourceful team player who can work in a diverse environment of multiple work sites within our community, including the Prince Rupert RCMP detachment.

As the System Analyst I, you'll provide technical expertise services to support and maintain the continuity of the organization's computer systems and networks. You will possess knowledge of developments, trends, and best practices in technology and business networks. In addition, your duties will include providing client support to City Council and staff, and basic training to staff on new software, security, and City systems. You will be an active team member in assisting in delivering media and broadcast support for the City and as such must be willing to work evenings, some weekends, and attend bi-weekly Council meetings.

If you are the successful candidate, you will be required to obtain RCMP SECRET CLEARANCE.

What you'll do

- You will exhibit excellent verbal and written communication skills.
- Apply strong analytical and problem-solving skills in your day-to-day activities.
- Use your exceptional interpersonal skills to explain technical issues to technical and non-technical listeners.
- Complete your work collaboratively within a team, independently, and perform your duties with minimal direction.

- Be proficient with, or able to, quickly learn systems and software used or procured by the organization.
- Display a superior understanding of computer and networking, hardware, and software systems.
- Manage a hectic workload while demonstrating superior time management skills.
- Be proficient with Microsoft Office Suite or related software.
- Be proficient with or able to gain proficiency with, a broad array of networking and systems hardware and software, and security software applications and tools.
- Have expertise with Active Directory, MS SQL, ISS, Exchange, Windows Servers and Novell;
- Ability to support various audio/video systems.
- Ability to troubleshoot a variety of IT and hardware systems, and engineer solutions while working under pressure.
- Maintain knowledge of trends, best practices, and new technologies in IT and collaborate around how they would benefit the organization.

What you'll bring

- Diploma in Computer Information Systems Administration or related field, or equivalent experience required.
- A minimum of 5 years of related experience.
- Knowledge of MS Exchange platforms.
- Knowledge of Scripting Languages (e.g. VBScript, JavaScript)
- Experience supporting server, desktop, network, peripheral hardware, and client applications like Microsoft Office.
- Knowledge of or experience with radio transmission technology is considered an asset.
- A valid Class 5 B.C. Driver's licence or equivalent if out of Province.

Compensation & Benefits

This full-time, exempt position offers a competitive salary commensurate with qualifications and experience, complemented by a superior benefits package and if necessary, a relocation allowance. The City encourages and supports ongoing personal and professional development opportunities.

What to send our way

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter that explains your interest in becoming our next System Analyst I.

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- You must be legally entitled to work in Canada.

Please submit your cover letter, CV or resume, and relevant certifications (all in PDF format) to:

Human Resources Department

Email: hr@princerupert.ca

City of Prince Rupert
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7
Fax: 250-627-0999

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.