



JOB POSTING - EXTERNAL

Position:	System Analyst I	Date of Posting:	July 14, 2026
Department:	IT	Closing Date:	August 14, 2026
Reports to:	Manager of IT Operations	Job Type:	Full-time
Salary Range:	\$79,416 to \$88,939	Employment Type:	Exempt

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact our Human Resources department at HR @princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and over a hundred businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

As a System Analyst I, you will help keep the City's computer systems and networks running smoothly. In this role, you will use your technical skills to support our systems, lead small projects, and share your knowledge of new technology, trends, and best practices.

Part of your job will be supporting City Council, the RCMP local detachment, and city staff, answering their technical questions, and helping them learn new software, security practices, and City systems.

You will also assist with media and broadcast services for the City. Because of this, you will need to be available to work some evenings, occasional weekends, and attend bi-weekly Council meetings.

- ❖ **This position requires eligibility to obtain and maintain RCMP Secret Security Clearance. See *Conditions of Employment* below for additional information.**

What you'll do...

- Keep City systems running effectively by performing routine maintenance and identifying areas that need upgrades or improvements.
- Help ensure smooth delivery of media and broadcast services by preparing equipment, testing systems, and assisting during Council meetings and events.



- Respond to technical issues with a problem-solving mindset, using analytical skills to find root causes and resolve them efficiently.
- Document solutions and troubleshooting steps so future issues can be resolved more quickly.
- Assist with more complex IT challenges by working closely with the IT team.
- Monitor system and network performance, reporting unusual activity or concerns to help keep the City's environment secure and stable.
- Support software installations, configurations, and updates, ensuring users have the tools they need to work effectively.
- Apply good cybersecurity practices in daily work and help reinforce safe habits among staff.
- Contribute to IT projects by gathering information, preparing technical inputs, and helping coordinate tasks.
- Maintain clear records, diagrams, and documentation that support system understanding and future planning.
- Work collaboratively with the IT team to support changes, upgrades, or new technology implementations.

What you'll bring...

- Bachelor's degree in Computer Science or a related field; a combination of relevant education and experience may be considered in place of a formal degree.
- At least 5 years of related IT experience.
- BC Class 5 Driver's Licence or equivalent.
- Strong proficiency with Microsoft 365 applications, including Teams, Outlook, SharePoint, OneDrive, and Office productivity tools.
- Experience using and supporting Microsoft 365 Copilot and AI-powered features, reflecting the shift toward AI-driven Microsoft 365 experiences.
- Good understanding of AI-driven workflows and multi-agent capabilities as these become integrated into Teams, Excel, and other core applications.
- Ability to train and support end users as organizations adopt AI tools and modern collaboration platforms.
- Working knowledge of cybersecurity best practices, including identity and access management, data protection, safe computing practices, and awareness of Microsoft 365's built-in security features (e.g., Defender for Office 365, Intune).
- Understanding of secure network and system configurations to support a resilient IT environment.
- Experience supporting server infrastructure, including Hyper-V with Clustering and related virtualization technologies.
- Experience with desktop systems, peripheral hardware, and enterprise client applications such as Microsoft Office.



- Experience with enterprise-level switching and routing, including troubleshooting and configuration.
- Knowledge of scripting languages such as VBScript and JavaScript to support automation, system customization, and troubleshooting.
- Knowledge of municipal financial systems such as VADIM (asset).
- Knowledge of SCADA systems (asset).
- Experience with or knowledge of radio transmission technology (asset).

Conditions of Employment:

- Must be a Canadian Citizen or Permanent Resident of Canada (Permanent Residents must also have resided in Canada for the last 3-5 years to meet RCMP standards).
- Must successfully obtain and maintain an **RCMP Enhanced Security Screening/Clearance**.
- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.

Note: Verification of security clearance eligibility will be strictly assessed throughout the hiring and onboarding process.

Compensation & Benefits

We offer a competitive salary complemented by a superior benefits package and if needed, a relocation allowance.

What to send our way...

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter sharing why this opportunity excites you and how your skills, experience and background make you a strong fit for the City of Prince Rupert.

Please submit your cover letter, CV or resume **(in PDF formats)** to:

Human Resources Department

Email: HRIT@princerupert.ca

Subject: System Analyst I

or mail all documents to:

City of Prince Rupert
Attn: Human Resources
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7

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