



# CITY OF PRINCE RUPERT

## EMPLOYMENT POSTING

**Posting Title:** System Analyst II

**Department:** IT

**Posting Date:** March 10, 2023

**Closing Date:** March 31, 2023 @ 4:30 PM

**Union/Exempt:** Exempt

*Experience the wonder of living in the gorgeous setting of BC's northwest coast. Prince Rupert is a close-knit community of over 12,000 (with an annual influx of 250,000 visitors), with natural beauty, numerous outdoor activities and communities, and incredible wildlife.*

The City of Prince Rupert is seeking a positive, ingenious, and self-motivated individual for the position of System Analyst II 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.

System Analyst II provides technical expertise, leadership, and project coordination services to support and maintain the continuity of the organization's computer systems and networks. They will possess knowledge of developments, trends, and best practices in technology and business networks. They will also provide training and guidance to other IT support staff. In addition, their duties include providing client support to City Council and staff and basic training to staff on new software, security, and City systems. They will also assist in delivering media and broadcast support for the City; therefore, they must be willing to work evenings, some weekends, and attend bi-weekly Council meetings.

**The successful applicant is required to obtain the RCMP TOP SECRET CLEARANCE.**

### **REQUIRED EDUCATION, KNOWLEDGE & EXPERIENCE:**

- Bachelor's degree in Computer Science or related field, or equivalent experience, required.
- Knowledge of MS Exchange 2013/2016/2019.
- Knowledge of Scripting Languages (e.g. VBScript, JavaScript)
- At least five years of related experience is required.
- Experience supporting server infrastructure (Hyper-V with Clustering), desktop, network, peripheral hardware, and client applications like Microsoft Office.
- Experience with enterprise-level switching and routing.
- Must have a BC Class 5 Drivers Licence or equivalent.

### **PREFERRED KNOWLEDGE & EXPERIENCE:**

- Knowledge of municipal financial systems (e.g. VADIM, Tempest) and SCADA.
- Knowledge of or experience with radio transmission technology.

### **REQUIRED SKILLS & ABILITIES:**

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Excellent interpersonal skills with ability to explain technical issues to technical and nontechnical staff.
- Proven ability to collaborate with a team, work independently and perform duties with minimal direction.
- Proficient with or able to quickly learn systems and software used by the organization.
- Superior understanding of computer and networking hardware and software systems.
- Excellent time management skills.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or able to gain proficiency with, a broad array of networking and systems hardware and software and security software applications and tools.
- Proficiency 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.

Please submit your PDF cover letter, resume, and relevant certifications to:

Human Resources Department  
**Email:** [hr@princerupert.ca](mailto: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, Human Resources will only contact those selected for an interview.