



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity Corporate Services

Division of Human Resources

Business Solutions Analyst

Permanent, Full-Time

\$77,807.15 to \$97,259.06 per Year

Reporting to the Supervisor, Business Solutions, the Business Solutions Analyst is responsible for the implementation, support, operational functionality, and maintenance of applications to individual business units, providing advice and technical expertise. This position works in consultation with multiple departments and external vendors to ensure that the goals, objectives, and business needs of the entire organization are effectively and efficiently met. The Business Solutions Analyst identifies future system requirements, and design system solutions based on best practices and requirements and configures and maintains all existing enterprise business applications in use throughout the organization. This role is responsible for investigating and resolving business applications issues and problems; implementing upgrades and resolving conflicts and errors in the business applications. The Business Solutions Analyst trains staff members in the use of new and existing applications and maintains and provides user documentation and procedures that support the services and solutions that are delivered

To be considered for this position you have a minimum of three (3) years' of demonstrated experience with enterprise business applications and a Degree in Information Technology, Computer Sciences or approved equivalent combination of education and experience. You have experience as a technical lead for the development, implementation, maintenance and support of applications to meet business unit's requirements. This role also requires demonstrated experience and proficiency in corporate applications such as IBM Maximo and CityView. You have strong analytical skills to assess enterprise business applications and end user needs, and the ability to identify issues and recommend solutions. Working knowledge of SQL and programming languages such as HTML, XML and JavaScript are considered assets.

You possess demonstrated ability to co-ordinate, plan, implement and evaluate programs for customer service and excellent problem solving and project planning skills as well as the ability to work under pressure to meet legislative, corporate, and departmental

Posting date: November 16, 2021

Job ID: #21-65

deadlines is required. You also have knowledge of trends in the use of current technology as it relates to business solutions as well as the ability to effectively communicate; verbally and in writing, including preparation of memos, reports, policies, analyses, etc. is required.

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date at the applicants own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID19 Vaccination Policy. Proof of vaccination will be required prior to your start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **November 29, 2021** quoting the job title and reference number **21-65**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.