



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

Town of Aurora

Employment Opportunity Corporate Services

Division of Human Resources

IT Business Solutions Analyst

Permanent, Full-Time

\$78,779.73 to \$98,474.79 per Year

Reporting to the Supervisor, IT Business Solutions, the Business Solutions Analyst (Business Systems Analyst) is responsible for the implementation, support, operational functionality, and maintenance of applications to individual business units, providing advice and technical expertise. As a member of the Information Technology division, this position works in collaboration with business users, vendors and other IT resources to ensure that the goals, objectives, and business needs of the entire organization are effectively and efficiently met. The Business Solutions Analyst identifies system requirements, designs system solutions based on best practices and configures/maintains existing enterprise business applications throughout the organization. This role is also responsible for investigating and resolving technical issues with business applications and implementing application upgrades. The Business Solutions Analyst trains staff members in the use of new and existing applications and develops and maintains user documentation and procedures that support the services and solutions that are delivered.

To be considered for this position, you will have a minimum of three (3) years' of demonstrated experience working with enterprise business applications and a degree in Computer Science, Information Technology, or an approved equivalent combination of education and experience in a related field. You have experience as a technical lead for the development, implementation, maintenance, and technical support of applications to meet business user requirements. You have strong analytical skills to assess enterprise business applications and end user needs, and the ability to identify issues and recommend solutions. Experience and proficiency with any of the following packaged applications would be considered an asset: MS 365, SharePoint, MS Dynamics, CityView, Oracle Fusion ERP. Working knowledge of SQL and programming languages such as HTML, XML and JavaScript would also be considered an asset.

Posting date: November 11, 2022

Job ID: #22-83

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 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 28, 2022** quoting the job title and reference number **22-83**.

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.