Technology and Business Systems Analyst

Quispamsis

The Opportunity

As a Technology and Business Systems Analyst, you'll optimize business systems, integrate platforms, and strengthen IT governance. Your role includes coordinating projects, translating technical requirements into actionable solutions, and collaborating across departments, vendors, and service providers. Reporting to the Technology Manager, you'll work on initiatives that improve service delivery and create a more connected municipality.

Key Responsibilities

- Configure and maintain enterprise applications to meet evolving municipal needs and eliminate duplicate data entry and improve workflows through light integrations.
- Conduct application rationalization and recommend improvements.
- Design and maintain secure, scalable databases; perform data modeling, normalization, and performance tuning.
- Optimize ETL pipelines for reliable, timely, and auditable data flows across systems.
- Assist with reporting processes and KPI's to track project progress and outcomes.
- Plan and coordinate digital transformation projects, including AI tool integration and infrastructure upgrades, with clear timelines, dependencies, and risk management.
- Translate business needs into plain-language acceptance criteria for vendors and MSPs; validate outcomes and sign-offs.
- Promote cybersecurity awareness and IT governance along with service catalog delivery.
- Deliver end-user training and support to create adoption and continuous improvement.
- Partner with internal teams and external vendors to ensure smooth operational transitions and stakeholder engagement.

Qualifications/ Experience

- Post-secondary education in IT, Computer Science, or related field.
- Minimum 2 year's experience in software development, project management, business systems analysis or database administration.
- Strong organizational skills and ability to engage stakeholders at all levels to drive successful adoption of technologies and processes.
- Experience with change management and project delivery frameworks (Agile, Waterfall).
- Knowledge of databases (SQL), ETL processes, and reporting platforms (Power BI).
- Experience in API design and integration, workflow automations, and cloud platforms (Azure).

- Proficiency in modern programming languages (e.g., Python, C#, Java) and scripting for automation.
- Valid New Brunswick driver's License, clean driver's abstract, and access to a vehicle for corporate business (mileage reimbursed).

Work with Us

As a full time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

Applications

Applications will only be accepted through our online application system until January 4th, 2026, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Quispamsis
Competition number: 2025-25

When applying online, please submit your cover letter and resume together as one document.

[Click here](#) to apply online

Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.