



Information Systems Analyst

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. The WBEA is committed to reporting accurate and timely high-quality data from our Ambient Air Monitoring (AAM), Terrestrial Environmental Effects Monitoring (TEEM), and Community Odour Monitoring (OMP) Programs to ensure regional stakeholders have the information they need to make informed environmental decisions. For more information, visit: <http://www.wbea.org>

The Role

The Information Systems Analyst position is a full-time role within the Wood Buffalo Environmental Association (WBEA). The Information Systems Analyst is responsible for providing Information Technology (IT) leadership and guidance to the Executive Director and Operations Leadership Team, ensuring compliance with IT policies, best practices, and legislative requirements.

Reporting to the Executive Director, the Information Systems Analyst is responsible for the planning, implementation, and operation of the WBEA information systems and databases in a timely, accurate, and efficient manner. The Information Systems Analyst ensures that all IT requirements within WBEA are met and that IT risks are managed responsibly.

Position Responsibilities

- Developing and coordinating the implementation and subsequent reviews of WBEA's Information technology systems at WBEA offices in Fort McMurray.
- Updating and completing documentation of IT assets and related process.
- Administer and manager Windows Servers, virtual machines on AWS, Azure and On-premises
- Managing the implementation and service level maintenance agreements for the WBEA IT projects.
- Managing and overseeing data management services and hosted cloud application services.
- Reviewing and auditing of applications and software provided by WBEA staff and contractors.
- Managing the applications lifecycle - including installation, maintenance, and migration of business applications.
- Managing the hardware lifecycle – including installation, configuration, maintenance and decommissioning.
- Developing and maintaining information systems continuity plans and processes, and coordination and support for WBEA during emergency events affecting WBEA information systems.
- Mapping WBEA requirements and preparing functional and design specification documents.
- Conducting information systems testing and implementation, system or application readiness and acceptance testing and sign-off.
- Providing advice and guidance regarding information systems and individual application-related issues
- Ensuring WBEA's information systems are compliant with legislative requirements and Human Resources Policies



- Ensuring appropriate attention to the management of risk pertaining to IT assets.
- Managing the organization's application compliance with internal/external security and security accreditation regulations and policies
- Acting as the primary contact person for Information Technology contractors and inquiries
- Performing other duties as assigned.
- Adhere to the WBEA Employee Manual and the WBEA Safety Manual.

Qualifications:

- A University degree or 2-year technical diploma in Computer Science or in IT related field.
- At least 5 years of experience within IT Operations – Network and Server administration
- At least 3 years of hands-on experience with SQL Server administration
- 5+ years experience with systems administration and virtualization technologies such as Hyper-V and VMWare ESXi
- 5+ years experience with an enterprise level application, security technologies and related maintenance support
- Strong background in Windows Server operating systems (2012+)
- In-depth knowledge in Networking (HPE switches, FortiNet Access Points, FortiGate firewall)
- Strong knowledge of VPN, VLAN, TCP-IP, DNS System, DHCP configuration under firewall
- Strong knowledge of FortiNet network devices (FortiGate, FortiManager and FortiAnalyzer)
- In-depth knowledge of system integration with cloud-based architecture (AWS and AZURE)
- Expertise in MS365 environment – managing MS365 Entra, Exchange Admin center etc.
- Demonstrated project management skills and presentation skills.
- Demonstrated ability to take initiative and work independently.
- Demonstrated ability to manage multiple projects and prioritize project changes effectively and efficiently.
- Strong analytical, problem-solving, and decision-making skills with an ability to analyze user needs and identify appropriate solutions.
- Demonstrated ability to build and maintain collaborative relationships with internal and external stakeholders.
- Interpersonal skills such as conflict management, active listening, and providing clear messages to others.
- Strong verbal and written communication skills and the ability to work cooperatively with divergent groups; ability to develop, implement, and effectively communicate policies and procedures.
- Prefer having an IT certification in Microsoft, AWS (such as MCSA/MCSE, Azure Admin/AWS Cloud, CCNA or Network+, A+)

Schedule: Full-time, 40 hours per week at 8 hours per day from Monday to Friday. Overtime may be required periodically, depending on operational needs.

Employment Status: Full-time, permanent

Salary: \$81,000.00 - \$105,000.00

Work Location: Fort McMurray, Alberta

Pre-Employment Requirements:



- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check

For more information, visit: <https://www.wbea.org>

Application Deadline: Open until position is filled.

Application Instructions: Please submit a resume and cover letter that outlines why your skills, experience, and personality would make you an excellent candidate for the Information Systems Analyst role at the WBEA. If you are interested in joining our growing technical team, please apply here.

<https://www.fitzii.com/apply/84822>

We offer our employees an attractive compensation package that includes a competitive salary, above-market group health benefits, a group RRSP plan, a northern allowance, and a commitment to career development.

We thank all applicants for their interest. Only those selected for an interview will be contacted.