

IT Project Analyst

Job Description

Reports to:	Information Technology Manager
Division:	Community Safety & Operational Excellence
Sub-division:	People, Policy & Technology
Business Centre:	Information Technology
Date Updated:	2025

Job Scope: The IT Project Analyst is responsible for planning, executing, and managing specific IT projects within defined timeframes and scope for the Town of Okotoks. This role collaborates with various business centres to integrate IT needs across the organization, supports the development and implementation of IT strategic plans, and ensures all IT activities align with organizational goals and objectives.

Key responsibilities of the job are as follow:

1. General responsibilities:

Project Management & Stakeholder Coordination

- Provide project management expertise for IT initiatives, including planning, administration, implementation, and completion.
- Develop comprehensive workflow processes and maintain detailed project schedules.
- Coordinate all phases of IT projects, ensuring delivery on time, within scope, and within budget.
- Design, develop, test, and implement solutions; identify and resolve issues; recommend changes as needed.
- Organize stakeholder meetings, prepare documentation, and ensure records management compliance.
- Work closely with business units to understand needs and recommend IT solutions that support growth and business goals.

Planning, Analysis & Records Management

- Analyze data to generate reports, insights, and recommendations with business implications.
- Assist in IT budget preparation and monitor expenditures; conduct cost-benefit analyses to support decision-making.
- Collaborate on IT systems design and improvement.
- Research new system functionalities to support internal and external initiatives.

2. Other responsibilities:

- Build and maintain relationships with partners, business centres, and the IT team.
- Share knowledge and best practices; contribute to a culture of innovation, continuous learning, and improvement.
- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
- Projects & initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to completion of a University (bachelor) program involving acquisition of an advanced understanding of complex concepts and procedures. This training is often recognized by a degree in Computer Science, IT or related field.
- **Certifications:** Project management training is an asset.
- **Experience:** 5 or more years related work experience representing continuous learning and career progression, including 1 year experience in indirect supervision and/or leadership/mentorship experience.
- General knowledge in design, drawing, plan reviews, and mapping.
- Strong verbal and written communication skills; ability to build effective working relationships.
- Proficiency with Microsoft Office Suite and electronic building systems.
- Experience with project budget creation and oversight.
- Experience with Microsoft 365, Azure, and/or Power Platform is considered an asset.
- Municipal experience is an asset.
- **Skills:**
 - Expertise in planning, organizing, and managing projects while driving change initiatives and ensuring successful implementation.
 - Strong ability to analyze data, solve problems, make sound decisions, and apply strategic thinking to align projects with business objectives.
 - Highly developed communication skills with the ability to multi-task, adapt to dynamic environments, and foster a strong team culture.