Municipal Assessment Agency
St. John's | Gander | Corner Brook |
Phone: 1-877-777-2807
Email: info@maa.ca
www.maa.ca

Senior Systems Analyst

Permanent / 35 Hours per Week / Internal Opportunity

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's Assessment Act, 2006. We are responsible for providing property assessment services to over 240 municipalities within Newfoundland & Labrador.

LOCATION: Any Regional Office (St. John's, Gander, or Corner Brook)

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, pension and leave benefits, learning and development opportunities, an employee & family assistance program, and challenging work.

THE ROLE:

The Municipal Assessment Agency is seeking a **Senior Systems Analyst** within the **Corporate Services** Division.

KEY RESPONSIBILITIES:

Reporting to the Manager, Technology Services this position is responsible for developing strategic technical solutions, systems administration, and audit and quality assurance. The Senior Systems Analyst serves as a subject matter expert, providing technical guidance and operational support to ensure system reliability and minimize disruptions that could impact client deadlines and organizational objectives. In this role, the incumbent will:

- Assess business requirements and identify system improvement and service delivery solutions.
- Provide system design, security, networking, and technical support expertise to staff at all levels.
- Liaise with management, consultants, government departments, vendors, and technical teams to support system maintenance, security, and performance.
- Research, design, develop, and implement database, network, and technology infrastructure solutions, including evaluating emerging technologies, managing capacity, and overseeing shared systems.
- Collaborate with vendors, contractors, and clients on system initiatives and infrastructure projects.
- Prepare and manage requests for proposals (RFPs) and review vendor invoices for accuracy, as needed.
- Conduct quality assurance activities to ensure data accuracy and optimal system performance.
- Support change management by tracking system changes, maintaining performance metrics, and monitoring response times and system efficiency.
- Assist with policy and program improvements by analyzing data, research, and statistical evidence to support decision-making.
- Support the development and implementation of program evaluation frameworks and procedures to improve response rates and data quality.

- Analyze and interpret submitted information to enhance data integrity and reporting.
- Prepare management reports on program performance, system administration, service delivery, and technology initiatives.
- Coordinate work within the IT Unit.
- Other related duties as required.

SCREENING CRITERIA:

1. Completion of a diploma in Computer Science, Information Technology, or a related discipline (equivalencies will be considered)
2. Experience with SQL and Oracle database systems administration, including maintenance, performance monitoring, and troubleshooting
3. Progressive experience developing, implementing, and supporting network, database, and/or technology infrastructure solutions
4. Experience with application development (asset)
5. Experience with Microsoft Project (asset)
6. Experience with iasWorld in an enterprise Computer-Assisted Mass Appraisal (CAMA) environment (asset)

ASSESSMENT CRITERIA:

1. Knowledge of SQL and Oracle database system administration
2. Ability to analyze complex technical issues and develop effective solutions
3. Ability to interpret data and provide recommendations
4. Ability to collaborate within a team environment
5. Ability to effectively exchange information
6. Ability to manage time and tasks
7. Ability to think critically
8. Stakeholder engagement skills
9. Professionalism

SALARY: $76,385.40 - $89,999 per annum (CG-42) as per the NAPE General Service Collective Agreement

CLOSING DATE: November 15, 2026

Applications, quoting ref: **MAA.SSA.15.2026**, must be submitted to **careers@maa.ca**

Applicant Information:

- For additional information on this job opportunity please contact Amy Thomas, Human Resources Consultant at amythomas@maa.ca or 709-330-0855.
- The Municipal Assessment Agency values inclusion, diversity, equity and accessibility, and a workplace culture that benefits from varying ideas and lived experiences.
- Accommodations and alternate assessment formats are available upon request at any stage of the recruitment process by contacting careers@maa.ca or 709-330-0855.
- We are committed to providing an inclusive recruitment process with a focus on removing barriers. For common potential accommodations and adjustments during the recruitment process, contact careers@maa.ca. Accommodation information will be kept confidential.
- It is the responsibility of the applicant to submit an application that demonstrates the required screening criteria outlined in the job posting.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.