



Legislative  
Assembly  
Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **August 26, 2025** to:

Manager, IT Services  
Attention: Holly Schafer  
Room #33 - 2405  
Legislative Drive Regina,  
SK S4S 0B3  
Tel: (306) 787-8883  
E-mail: [careers@legassembly.sk.ca](mailto:careers@legassembly.sk.ca)

**Please quote competition 1050414  
in the subject of your email.**

Clearly indicate in your resumé or cover letter where and how you have gained the required knowledge and qualifications. Selections for interviews will be based on this information.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS, our Vision, Mission and Values, and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

## IT/Server Analyst (Permanent, Full-time, on site) *\*anticipatory*

Imagine working at the heart of Saskatchewan's democratic process, where your IT skills don't just serve an organization—they sustain a parliamentary institution. Based in the historic Legislative Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan.

*\*The Legislative Assembly Service is evolving its IT structure to support long-term organizational needs. We are hiring one position — either an IT/Server Analyst or a Security Analyst - based on the strengths of the candidate pool. This role is essential in maintaining a stable, scalable, and high-performing infrastructure that underpins the work of Members and the Assembly.*

Reporting to the Manager of Information Technology Services, the IT/Server Analyst is responsible for planning, deployment, operation and support of networks, servers, infrastructure, endpoints and applications that support the operations of the enterprise IT systems and data.

### What You'll Do:

- Design, implement, and maintain enterprise server and storage infrastructure (Windows, Linux, Hyper-V, Azure) to support secure and reliable service delivery.
- Monitor and optimize system performance, analyzing logs and diagnostics to prevent outages and ensure capacity meets organizational needs.
- Administer Microsoft 365 and Azure environments, including Azure AD, Exchange, conditional access policies, and group/security management.
- Apply patching, system updates, and infrastructure hardening across physical and cloud-based environments.
- Troubleshoot complex issues related to servers, virtualization, storage, and critical applications, escalating to vendors when required.
- Support and maintain specialized applications such as SharePoint, Legislative Tracker, and live streaming platforms to ensure seamless performance.
- Provide Tier 2/3 technical support and collaborate with the service desk team to resolve infrastructure-related client issues.
- Participate in disaster recovery planning and testing to ensure operational resilience and data integrity.
- Document infrastructure configurations, procedures, and resolutions to support operational continuity and team knowledge sharing.
- Collaborate with internal IT teams and external partners to coordinate system changes, upgrades, and service improvements.

### What You Bring:

- Bachelor's degree in computer science, information technology or related field, along with progressively responsible experience in IT service delivery across Tier 1, Tier 2 and Tier 3 support levels.
- Networking server operations (Microsoft Windows Server), virtualization (Hyper-V, VMware, and cloud platforms (Microsoft Azure)).
- Security tools and practices including firewalls, antivirus/malware protection, vulnerability scanning, and patch deployment systems.
- Managing and troubleshooting IT systems in high-availability and high-pressure environments. Supporting critical services such as live broadcast infrastructure and delivering and supporting specialized enterprise applications.

***All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly and the successful candidate will need to provide a satisfactory criminal record check.***