Application Specialist
IS3 Information Technologist 3
Regular Full-time
Manitoba Legislative Assembly
Winnipeg MB
Advertisement Number: 012625
Salary(s): $74,026 - $98,802 Annually
Closing Date: July 14, 2025

This is a preference competition. All applicants are encouraged to apply; however, first consideration for this competition will be given to Indigenous people, women and visible minorities. Applicants are requested to self-declare at the time of application.

The incumbent of this position is an employee of the Legislative Assembly, not a civil servant.

The Legislative Assembly seeks a highly motivated and experienced professional to serve as Application Specialist of the Information Technology Branch. The incumbent will be accountable for the development, implementation, operation, support, and maintenance of information technology application services for Assembly staff in the Legislative Building.

Conditions of Employment
- The incumbent must be legally entitled to work in Canada.
- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- The incumbent must be willing to work on a flexible schedule, including working outside of standard office hours.

Qualifications

Essential Criteria

- Degree, Diploma or Certificate in computer science or a related IT discipline, or an equivalent combination of education and experience.
- Extensive experience in a technical role with responsibilities for designing, building, implementing, and maintaining critical IT Applications and services.
- Relevant extensive experience developing desktop applications using C# and VB programming languages, as well as front end web development technologies such as HTML, CSS, and JavaScript frameworks.
- Relevant experience with managing/administrating database technologies such as Oracle, SQL Server or other relational databases.
- Experience in designing and deploying cloud integrated solutions.
- Experience in installation and troubleshooting of applications and desktop environments, including configuring software, resolving compatibility issues, managing updates, and providing end-user support to ensure optimal system performance.

- Demonstrated organizational and time management skills along with the ability to plan and manage competing priorities and workload demands.
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships and work collaboratively with colleagues and clients.
- Strong verbal and written communication skills with the ability to communicate with a diverse group of stakeholders.
- Strong problem solving and decision-making skills demonstrating sound judgement.

Desired Criteria
- General knowledge of network security design and practices.
- General knowledge of Manitoba's political history and the legislative process.

Duties

The Application Specialist is a member of the Legislative Assembly's Information Technology team. The incumbent provides leadership on the development and maintenance of projects associated with the Legislative Assembly's application portfolio. The position is responsible for meeting the functional needs of the clients with respect to business solutions, facilitating business process re-engineering and guiding clients to make strategic decisions

regarding prioritization of system work. The incumbent is also accountable for assisting in the design, development, testing, acceptance, implementation, maintenance and ongoing support of all business applications.

In order to be considered for this opportunity, applicants are required to submit an application form for screening purposes. Applicants are also required to submit a cover letter and a resume at this time.

Please fill out the Application Form below and submit to:

Apply to:
Advertisement No.012625
Manitoba Legislative Assembly
Human Resource Services
302-386 Broadway
Winnipeg MB, R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all who apply and advise that only those selected for further consideration will be contacted.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, resumé and application must clearly indicate how you meet the qualifications.

APPLICATION FORM

This document is available in alternate formats upon request.

You are also required to submit a resume cover letter.

The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment.

Advertisement #	012625
Job Title	Application Specialist
Department(s)	IT Branch, Manitoba Legislative Assembly
Location(s)	

PART 1: APPLICANT INFORMATION
(REQUIRED)

First Name:		Last Name:	
Phone Number:		Email:	
Address:		City:	
Province:	Country:	Postal Code:	

☐ I am currently employed with the Manitoba Government in a term, regular or departmental position.

PART 2: SCREENING CRITERIA
(REQUIRED)

For each of the screening criteria for this position, describe how you meet the criteria, using significant examples from your experience. Experience can include work, volunteer and/or educational experience. **You must not exceed a maximum of 200 words per screening criterion.** *Additional criteria may be reviewed at a later stage with candidates selected for further assessment.*

Screening criteria	Describe how you meet each screening criterion, using specific examples as appropriate. **You must not exceed a maximum of 200 words per screening criterion.**
1. *Degree, Diploma or Certificate in computer science or a related IT discipline, or an equivalent combination of education and experience.* Please describe your level of education as it pertains to the position, including dates.	
2. *Relevant extensive experience developing desktop applications using C# and VB programming languages, as well as front end web development technologies such as HTML, CSS, and JavaScript frameworks.* Please list the programming languages you have used, describe how you applied each one, and include the approximate date ranges.	
3. *Relevant experience with managing/administrating database technologies such as Oracle, SQL Server or other relational databases* Please list the relational DB you have used. Include a description of your role, and the approximate date ranges.	
4. *Experience in installation and troubleshooting of applications and desktop environments, including configuring software, resolving compatibility issues, managing updates, and providing end-user support* Please describe your role in providing application and desktop IT support, including dates ranges.	

PART 3: EMPLOYMENT EQUITY DECLARATION
(VOLUNTARY)

The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.

Please check the boxes that apply to you. Note that you may declare in one or more of the employment equity groups.

- ☐ WOMEN
- ☐ INDIGENOUS PEOPLE
- ☐ PERSONS WITH DISABILITIES
- ☐ VISIBLE MINORITIES

PART 4: APPLICATION DECLARATION
(REQUIRED)

By indicating "yes" in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (Yes/No)	

Date:

We thank all who apply and advise that only those selected for further consideration will be contacted.