

POSITION: SYSTEMS ANALYST
LEVEL: M-7 \$51,495 - \$62,816
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS

FUNCTION: Responsible for the installation, operation, and support of all City computer systems, networking equipment, training manuals, software, etc. This position is also responsible for the ongoing training and support of City employees in the use of computer equipment, software and peripherals.

SUPERVISION RECEIVED: Works under the general guidance and direct supervision of the Director and Assistant Director of Management Information Systems.

SUPERVISION EXERCISED: May exercise supervision over clerical/support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Coordinates with management, support staff, technical personnel and vendors/contractors to conduct City business as may be required in the day-to-day operation of the MIS Department.

Participates in technical projects such as developing computer programs for specified applications and modifying/supporting those applications already in existence.

Participates in the acquisition, installation, support, problem diagnosis/resolution and training of users on all computer and network equipment and peripherals.

Participates in developing training manuals and/or user documentation, as well as conducting training sessions for City computer equipment and application software for employees.

Participates in the preparation of proposals for and solicitation of computer/networking hardware, peripherals and software systems.

Assists with data entry, editing, analysis and/or data manipulation, whether in the form of keyed entry, data conversion, import/export, scanning, report development, file/database creation, etc.

Participates in the continued/new development of all computer systems including, but not limited to, the City's Financial Information Management System, Geographical Information System, Real and Personal Property Appraisal System, Office Automation System, all local/wide area networks, the City's World Wide Web site, the City's Intranet, etc.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited four-year college or university with a degree in computer science, computer engineering, information systems, geographic information

systems, or a related field. Minimum of two years of progressively responsible experience in the computer field ideally with a concentration in end-user support, program development, geographic information systems, financial management systems, network administration and support, and world-wide web page development; or any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities: Considerable knowledge of modern electronic data processing theory, principles and practices; thorough knowledge of management information systems; thorough knowledge of office automation and computerize financial applications. Thorough knowledge of geographical information systems, specifically using ARC Info 7.0 or greater. Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, backup exec, mcafee epo virus, Tyler Technologies – Munis Software. Skill in operating the listed tools and equipment. Ability to install and troubleshoot personal computer and networking equipment and software. Ability to effectively prepare and analyze reports, maps, spreadsheets and any other pertinent documents. Ability to design, develop and maintain custom software applications based on specifications gathered from City departments. Ability to establish and maintain effective working relationships with other employees, City officials and any other required contacts. Ability to communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computers and all associated peripherals such as printers, scanners, modems, multiplexors, hubs, routers, etc.; personal computer software such as word processing, spreadsheet, database management applications, etc.; standard office equipment such as copy machines, telephone, fax machine, calculator, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date