

**INFORMATION SYSTEMS ANALYST
JOB DESCRIPTION**



JOB TITLE: Information Systems Analyst	CLASSIFICATION: Technicians	IMMEDIATE SUPERVISOR: Information Systems Manager
PAY GRADE: 136	DEPT: Finance	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible, professional, technical position providing voice, data, video, and audio telecommunications network infrastructure and software support to the overall operations of Village's Information Systems Network.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs IBM iSeries and Microsoft Windows server administrative operations. Monitors systems for capacity and performance planning purposes, and apply OS and client-server applications upgrades.
- Able to manipulate and retrieve data held in Relational databases using IBM/400 Query and/or Structured Query Language (SQL).
- Implement and integrates new software packages. To include management of project, training materials, and end-user training.
- Manages Windows Active Directory (AD) user profiles, security, permissions, DNS, and DHCP services. Adds new users to necessary computer systems giving them appropriate security access and permissions.
- Provides technical support to users on specialized client-server applications including but not limited to CentralSquare/H.T.E. Public Sector Administration suite (Financials, Cash Receipts, Payroll/Personnel, Business Permits, Land Management, P&E, Business Licenses, Fixed Assets, and Code Enforcement), RecTrac/Webtrac recreation tracking software, LaserFiche imaging archival system, GIS, and MS Office applications.
- Manages data replication, disk, and tape backups. Performs periodical Disaster Recovery (DR) testing procedures to establish data integrity and assist in identifying tasks necessary to recover from minor/major data loss.
- Maintains and operate Village's audio/video broadcast systems components as required.
- Provides after-hours and on-call support for emergency system problems and software upgrades.
- Performs routine updates to Village's Website.
- Performs other work related tasks as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- At least two (2) years of college education in computer science or closely related field with five (5) years professional level systems analysis experience in an integrated environment.
- Or (4) years of college education in computer science or closely related field with three (3) years professional level systems analysis experience in an integrated environment.
- Any equivalent combination of education training and experience that provides the requisite knowledge, skills and abilities for this job.

Knowledge, Skills and Abilities:

- IBM eServer administration, CentralSquare (H.T.E.) Public Sector Administration software suite, Citrix Xen Windows server virtualization, Windows Active Directory, MS SQL administration, and Microsoft Office suite products.
- Able to apply cumulative program temporary fix (PTF) packages and perform operating system (OS) upgrades to IBM iSeries and Windows virtual/physical servers.
- Ability to independently plan, develop, and manage software deployments. To include developing new training materials and conducting end-user classroom training.
- High-level analytical and technical skills to pursue a logical line of inquiry while troubleshooting problems.
- Establish and maintain effective working relationships with other departments, peers, technical consultants and Village Residents.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL REQUIREMENTS:

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 stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor. Employee must be able to drive a Village Vehicle.

The employee must regularly lift and/or move up to 10-30 pounds, and occasionally lift and/or move up to 30-50 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Servers, computers, scanners, copiers, monitors, printers, terminals, phones, tablets, cables, software and other associated equipment.

ENVIRONMENTAL CONDITIONS:

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal, and DMV background and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer

The duties listed above are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.

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

HISTORY:

Created: 4-24-19