

BUSINESS SYSTEMS ANALYST – Document Management County of Roanoke

Want to join a high performing organization? Want to make a positive impact on the Roanoke community by contributing to a team that makes a difference? The County of **Roanoke's nationally** recognized and award winning Department of Communications and Information Technology (CommIT) aligns the County's information technology infrastructure and systems to the needs of the community. CommIT ensures that its services support Roanoke County by providing technology innovation and information to decision makers.

This position offers an opportunity to be a team player in the area of Document Management supporting the Enterprise Services Team. Laserfiche experience is preferred with a strong understanding of document management's value to the organization. Working knowledge of the Library of Virginia records retention schedules and the ability to liaison between departments and the County Records Manager is desired.

The employee in this position performs complex professional work involving the analysis, design, and implementation of application systems to meet the needs of County business processes. Oversees the day to day functioning of assigned systems. Serves as technical and project lead for assigned systems and processes and performs analysis for new projects and for changes to existing systems. Directs the work of staff that are assigned to assist with project tasks and coordinates system and projects tasks with vendors. Serves as liaison between user departments and IT or vendors of software packages. Provides training to end-users on use of assigned systems. Primary focus is in the areas of document/content management responsibilities: Provide solution coordination for the creation, capture, storage, retention, search and retrieval of documents related to individual department business requirements for content management, storage, search and management of structured and unstructured data.

Requires a four-year **Bachelor's degree from an accredited** college or university with major course work in design and development of computer information systems with two (2) or more years of relevant experience, or combination of training, education, and five **(5) or more years' experience that demonstrates** the ability to perform the work described. Also requires, Application Systems analysis and design experience; Project team leader, vendor software implementation, and business process analysis experience; and Software testing and User Training and documentation experience.

Online Roanoke County application required
Submit resume and online application at www.roanokecountyva.gov/jobs

Closing Date: Initial review of applications on 03/06/2017
SALARY RANGE: \$50,430 - \$62,101 DOQ/DOE
EOE/M/F/D