

## **BUSINESS SYSTEMS ANALYST – Projects and Web 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 areas of Project Management and Web Services supporting the Enterprise Services Team. The position supports project management functions and web services functions as part of the essential job functions. SharePoint experience is preferred with a strong understanding **of project and content management's value to the organization.**

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 project and content management responsibilities: Lead the Project Initiation Process through conducting high-level client analysis, overall project evaluation and Technology Service Request (TSR) processing. Develop and complete online project management reports and key performance measures. Assist with SharePoint and 3<sup>rd</sup> party tools system support to include documentation, testing, training, and providing business solutions.

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 three (3) or more years of relevant experience, or combination of training, education, 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](http://www.roanokecountyva.gov/jobs)**

**Closing Date:** Initial review of applications on 03/13/2017  
**SALARY RANGE: \$50,000 - \$60,000 DOQ/DOE**  
**EOE/M/F/D**