

CITY OF HARRISONBURG
invites applications for the position of:
Departmental Systems Analyst

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.64 - \$33.02	\$1,571.20 - \$2,641.60	\$3,404.27 - \$5,723.47	\$40,851.20 - \$68,681.60

OPENING DATE: 01/15/20

CLOSING DATE: 02/18/20 05:00 PM

DESCRIPTION:



CITY OF HARRISONBURG
POLICE
DEPARTMENT

Do you want to use your information systems technology knowledge and skill set to help the Police Department enhance the quality of life for the local community? If so, the Systems Analyst position within the Police Department may be the right career for you!

The Systems Analyst position within the Police Department is a full-time position with benefits and a entire salary range of \$19.64 - \$33.02 per hour (equivalent to \$40,851 - \$68,681 annually). The preferred hiring range for this position is \$19.64 - \$22.59 per hour (equivalent to \$40,851 - \$46,987 annually). The ideal candidate for this position will perform technical work maintaining department systems, software, and hardware.

The Systems Analyst position will:

- Assist in the maintenance and operations of Police Department systems and functions;
- Provide basic computer support and troubleshooting support services to departmental users and responds to requests related to systems, assets, and maintenance information;
- Document procedures, plans, and system requirements;
- Train users on various systems;
- Maintain software support agreements and patch levels;
- Collaborate with management to maintain departmental technology plan by reviewing business practices and makes recommendations to improve processes;
- Actively participate in the roll out of new software, features, fixes, and upgrades by coordinating with consultants and the IT Department, issuing announcements, developing training guides and manuals and conducting training as necessary;
- Prepare, implement and execute emergency response plans and protocols to facilitate the recovery of critical operational IT systems in the Police Department in collaboration with the IT Department;
- Coordinate with the IT Department for replacement of technology assets;
- Serve as a liaison between department and software vendors.

Physical Requirements: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. The position may require off hours response to remediate critical operational systems.

Minimum Requirements:

- Bachelor's degree with coursework in information systems technology, or related field, and minimal experience in data and security maintenance, data processing management, and troubleshooting of personal computers and networks, or an equivalent combination of education and experience.
- Valid driver's license is required.

The ideal candidate will have:

- Thorough knowledge of the effective use of computing devices, related equipment, and software including office applications, GIS software, departmental software, and other applications;
- Thorough knowledge of project management, asset management and/or geocentric work order systems;
- Knowledge of process mapping and analysis;
- Good organizational skills;
- Ability to understand and become proficient with all software used by the Police Department;
- Ability to communicate effectively both orally and in writing;
- Ability to work independently with minimal instruction and direction;
- Ability to maintain accurate records and prepare reports;
- Ability to establish and maintain good working relationships with associates, departments and the general public.

Special Requirements: Successful applicants for this position will be subject to a DMV Motor Vehicle check and must complete a satisfactory credit history review, drug screening, polygraph, social media check, and criminal background investigation.

Application Deadline:

- **All candidates must complete a City of Harrisonburg online employment application by 5:00 pm EST on February 18, 2020 in order to be considered for this recruitment.**
- There are two additional forms required for consideration for the Systems Analyst position - (1) the Personal History Statement, and (2) the Authorization of Release of Personal Information. **These documents must be completed and received in the Human Resources Department by 5:00pm EST on February 28, 2020.** Applicants will receive the Personal History Statement and Authorization of Release of Personal Information via email after the initial application is reviewed.

The following documents are some examples of what will be required at a later phase in the process: Social Security Card, Driver's License, Passport, Birth Certificate, Marriage/Divorce Documents, DD214, Sealed College Transcripts and High School Diploma. These documents are not required at the time of the Personal History Statement submission. When the applicable documents are requested by the Harrisonburg Police Department, you will be required to provide them in order to be further considered.

The City provides an excellent benefits package including health insurance, retirement (VRS and ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5331 - (Jan 2020)
DEPARTMENTAL SYSTEMS ANALYST
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
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540.432.8920
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employment@harrisonburgva.gov

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