



COUNTY OF ACCOMACK HUMAN RESOURCES

23296 Courthouse Avenue, Room 203 | P.O. Box 388
Accomac, VA 23301

AskHR@co.accomack.va.us
www.co.accomack.va.us
(757) 787-5705 | fax (757) 787-2468

Applications Analyst (Applications Specialist I or II) **F/T position with benefits** **Starting Salary: \$51,463 - \$58,177 (based on experience)**

Do you enjoy being part of a small and dynamic IT team? Are you adept at project management or software implementations? Is your next stop in your career, a place that focuses on professional development? If so, keep reading. Accomack County is currently recruiting for a full-time Applications Specialist in the Department of Information Technology. The position is responsible for performing technical application support to assist every department or area of operations in a small but vibrant government municipality and their varied use of information technology applications/platforms. The successful candidate will perform upper level technical support for financial and HR applications, leave management, tax and collection applications, evidence collection based systems, work order management applications, public safety and emergency management applications and permitting applications, to name just a few. Work involves configuring current systems, conducting needs analysis, evaluating new systems, and developing functional specifications/scope for technology projects. This position serves as project manager for the implementation of information technology projects, responsible for project schedules, budgets, meeting facilitation and developing documentation for users. Assists in the procurement of new systems, and implements vendor-supplied applications including the installation, customization, deployment, maintenance, training and on-going support. This position reports to the Lead Applications Specialist.

Minimum qualifications are: Bachelor's degree in Computer Science, Information Technology, Business Administration, Management Information Systems or closely related field; supplemented by five (5) years previous experience in large scale enterprise software implementations; and demonstrated experience creating end user and system architecture documentation, developing UAT test plans and basic system administration. *Preferred qualifications:* Demonstrated experience implementing and supporting ERP systems in local government; Microsoft Certified Solutions Associate: SQL, PMI CAPM or PMP and Network+ certifications.

Satisfactory completion of a criminal history and DMV records checks are required prior to employment. The job description with additional details can be found on the [county's website](#). Electronic applications are preferred but paper versions will be accepted, if complete. **Due to the current pandemic restrictions, completed applications must be returned to Human Resources via US mail, or electronically. If you require a paper application please contact HR.**

E-mail Address: AskHR@co.accomack.va.us

Mailing Address:

Accomack County Human Resources
P.O Box 388
Accomac, VA 23301

For questions, or to request accommodation, please contact: Human Resources, 757-787-5705 or AskHR@co.accomack.va.us

The County of Accomack is committed to a diverse and inclusive workforce