

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>
\$20.53 - \$23.61	\$1,642.40 - \$1,888.80	\$3,558.53 - \$4,092.40	\$42,702.40 - \$49,108.80

OPENING DATE: 08/30/21

CLOSING DATE: 09/08/21 05:00 PM

DESCRIPTION:



Do you want to use your information systems technology knowledge and skill set to help the Public Transportation Department achieve priorities of safety, customer service, and schedule? If so, the Systems Analyst position within the Public Transportation Department may be the right career for you!

The Systems Analyst position within the Public Transportation Department is a full-time position with benefits and a preferred hiring range of \$20.53 - \$23.61 per hour (equivalent to \$42,702 - \$49,108 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 Public Transportation 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 and trains users on 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;
- Develop requirements, install, configure, and maintain hardware items throughout the lifecycle of the technology hardware devices;
- Prepare, implement and execute emergency response plans and protocols to facilitate the recovery of critical operational IT systems in the Public Transportation Department in collaboration with the IT Department;
- Serves as a liaison between department and software vendors;
- Prepare and manage requests for proposals and invitation to bid documents relating to technology;
- Report and participate in budget preparation by providing information on service contracts related to the department's information technology systems.

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. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.

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 billing applications;
 - Project management, asset management and/or geocentric work order systems;
 - Process mapping and analysis;
- Good organizational skills;
- The ability to:
 - Understand and become proficient with all software used by the Public Transportation Department;
 - Communicate effectively both orally and in writing;
 - Work independently with minimal instruction and direction;
 - Maintain accurate records and prepare reports;
 - Establish and maintain good working relationships with associates, departments and the general public.

Successful applicants for this position will be subject to a DMV record check and must complete a satisfactory drug screen and criminal background check.

Application Deadline: All candidates must submit a complete City of Harrisonburg online employment application by 5:00pm EST on September 8, 2021 in order to be considered.

The City provides an excellent benefits package including health insurance, retirement (VRS & 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 - (Aug 2021)
DEPARTMENTAL SYSTEMS ANALYST
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
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