

Senior Systems Analyst

Department of Community Development

Full-Time

Exempt, Pay Grade 19

VRS-Eligible, Benefits-Eligible

The Senior Systems Analyst

Provides leadership for managing technology related systems for Information Technology, assigned department(s), and the related programs. Evaluates and integrates new software and hardware technologies to create more efficient and easier to use systems. Investigates user requirements and develops into specifications for business process improvement projects. Works as technical project manager for the assigned department. Acts as project leader over other staff on complex projects. Provides leadership for implementing both in-house and vendor written applications.

ESSENTIAL FUNCTIONS:

- Manages department assigned computer hardware, software systems, SQL databases, and telecommunications networks in a complex, enterprise environment;
- Improves efficiency of programs, systems, and procedures through continuous process improvement;
- Provides development assistance as required using Visual Studio, SQL, Microsoft's Power Platform, and Python;
- Performs incremental testing actions on code, processes, and deployments to identify ways to streamline execution and minimize errors encountered.
- Performs all tasks of a Systems Analyst but at a high level of efficiency and on more complex assignments;
- Performs evaluations of new software and hardware technologies;
- Acts as technical project manager for assigned department;
- Assists with the development and review of contracts, project proposals, and implementation plans for Information Technology and assigned department(s);
- Provides project team leadership over Information Technology and user staff including organizing, controlling, and reporting functions;
- Provides coordination between county departments and partner agencies during the implementation of projects to ensure interoperability;
- Acts as liaison between vendors, departments, boards, and partner agencies;
- Works with Information Technology and assigned department(s) to develop specifications for new applications, as well as changes to existing applications;
- Assists Information Technology and users by responding to questions and problems as required;
- Conducts user training on supported systems;
- Prepares and Quality Control checks documentation for applications;
- Performs Quality Control checks on work of other staff;
- Provides status reports to supervisor and department management;
- Participates in department's teamwork concept;
- Meets departmental and organizational deadlines;

Education and Experience

Experience working for or supporting governmental community management programs such as building inspection and code compliance, engineering work such as storm water management or community development such as zoning, land use, and site planning.

Five or more years combined experience as a systems analyst, programmer/analyst, or related position in a similar hardware and software environment, plus BS degree Computer Science, IT, IS, or equivalent area of technical study or experience substituted for education. NOTE: Extensive computer hardware, software, network, and development experience is required. Must be able to manage existing hardware and software systems and work closely with departmental staff to implement new solutions as necessary; Experience using coding languages or scripting methodologies to solve a problem with a custom workflow. Prefer an expert in Information Technology solutions and considerable experience either as a user or in a support capacity.

Knowledge, Skills and Abilities

Expert level knowledge of enterprise computing environments, network, database, and telecommunication systems is critical; knowledge of programming, data processing and systems analysis education. Knowledge of best practices and IT operations in an always-up, always-available service; Strong troubleshooting and logical abilities; strong oral and written communications skills. Ability to work and perform under pressure; exceptional ability to work well with people; ability to work independently and be self-motivated. Should exhibit strong leadership attitude and ability to support project, department and county goals, as well as to lead others in a team environment.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Work is typically performed in an office, computer room, computer classroom laboratory, and/or conference rooms. Continuous ability to communicate by phone is necessary. Regular use of keyboards, computers, laser printers, etc. is necessary. Work requires occasional handling of small fragile computer components and large components weighing in excess of 50 pounds. Occasional operation of county vehicles to travel to locations throughout the county is required. Regular contact is made with internal departments and senior persons at all levels of County government and the school division. Contacts are usually cooperative, however, require tact and diplomacy. External contacts with vendor companies and other information services agencies are necessary. Occasional need to perform urgent tasks to meet organizational deadlines. Frequent work activity after normal duty hours and occasional weekend duties are necessary. Depending on job location, employees in this position may be considered essential personnel and fall under Albemarle County AP-4 and in addition, be subject to working overtime, being held over, or called back for disasters, local emergencies, or special events.

THE SALARY RANGE

The hiring range for this position is \$64,551 - \$84,885 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Tuesday, November 8, 2022.

PROCESS: For consideration, please submit a resume and cover letter when applying for this role.

Virginia Values Veterans

Albemarle County is a V3 certified organization.

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.