![Winnebago County - The Wave of the Future]

JOB POSTING

POSITION TITLE: **Systems Analyst**

LOCATION: Information Systems

SALARY: $30.91-$34.34/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:30 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment.

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
September 2017

POSITION TITLE: **Systems Analyst**

DEPARTMENT: Information Systems

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Researches, identifies and implements software solutions based on customer needs. Provides software development and performs software package evaluations and support for a variety of computerized applications.

ESSENTIAL FUNCTIONS:

1.   Participates in reviewing customer needs and meeting with users to recommend software solutions, either purchased or written internally.

2.   Analyzes, designs, programs, tests, and deploys internally written software solutions and implements third-party solutions. Develops and implements plans to transition from one solution to another.

3. Provides ongoing support of both purchased and internally written software packages. Maintains communication with users and other Information Systems staff. Helps train other IS staff as well as other County departments.

ADDITIONAL ESSENTIAL DUTIES:

1. Analyzes software application compatibility with other network components.
2. Troubleshoots software and connectivity problems and develops solutions.
3. Ensures documentation is maintained for both purchased and internally developed systems.
4. Configures, runs, maintains, tunes and upgrades designated databases. Coordinates with outside vendors as needed.
5. Updates users and Development Supervisor on project status and explains how changes in any project will affect disclosed completion dates or costs.
6. Administers security, production log-ins and configuration executables for delivered and internally written software packages.
7. Ensures operational security and client access to applications is maintained.
8. Evaluates operating system service packs for compatibility with the applications residing on the server.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Development Supervisor.
2. Works with other IS employees, other County department representatives regarding development projects and vendors.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Associate's Degree or higher in Computer Science or Computer Programming.
2. A minimum of two years' work experience in computer programming.
3. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the education or experience requirement.
4. Ability to pass a strict background check and fingerprinting for security compliance.
5. Possession of a valid Wisconsin Driver's License and maintenance of insurance levels in accordance with County standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in writing and maintaining Visual Basic/C# .NET programs.
2. Experience with SQL programming or database.
3. Experience with HTML, PHP and other web development tools/languages preferred.
4. Ability to learn new software with or without formal training.
5. Ability to work independently with a minimal supervision, as well as in a team environment.
6. Knowledge of the Windows operating system.
7. Good knowledge of networking fundamentals.
8. Computer skills including Microsoft Office applications and ability to learn and use software.

PHYSICAL REQUIREMENTS:

1. Ability to function in situations encountered in a fast paced, frequently changing environment.
2. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.

3. Ability to perform most work from a sedentary position.
4. Ability to travel to other County department locations or occasional out-of-town assignments.
5. Availability of occasional evenings or other non-standard hours.