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SENIOR SYSTEMS ANALYST

DEFINITION

Under the direction of the Information Systems Manager, the Senior Systems Analyst is the technology lead for the planning, design, development, implementation, integration and management of hardware and software applications for the City.

EXAMPLES OF DUTIES

- Assists in the planning, organizing, assigning, directing, reviews and evaluates Information Systems staff, subcontractors and activities.
- Assists in the development and implementation of goals, objectives, policies and procedures, and work standards of the department.
- Sets priorities, develops implementations plans and oversees the implementation of Information Systems projects.
- Maintains safe working conditions for the workforce and public.
- Utilize computer technology for work management, information management and communications.
- Confers with and provides technical assistance to members of City departments on various computer, telecommunications and other information systems matters; coordinates activities of the divisions with those of other departments and agencies.
- Conducts or directs studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance, upgrades and enhancements of the City's computer, telecommunications and information systems and prepares a variety of periodic and special reports regarding assigned responsibilities.
- Represents the City in meeting with representatives of governmental agencies, professional, business and community organizations and the public; handles complaints and inquiries.
- Works closely with other members of the City's Management teams to provide coordinated and supportive approach to service delivery.

SENIOR SYSTEMS/ANALYST

QUALIFICATIONS

Knowledge Of:

Principles practices, methods and materials for information and telecommunications projects and activities; supervisory principles and methods, including goal setting, employee supervision; safety practices related to the work; work planning, organization and scheduling techniques.

Ability To:

Plan, organize, assign, direct, review and evaluate information systems and related computer and telecommunications technology; design, develop and implement computer projects, analyze problems, evaluate alternatives and make creative recommendations; establish and maintain effective working relationships with those contacted in the course of the work.

Skills:

- Planning and implementing computer conversions and projects.
- Determining user requirements and formulating balanced solutions that take into account current and future needs, priorities, cost-benefits, and other available resources.
- Leading complex projects and budgeting for those projects, including delineating their scope, preparing work plans, resolving conflicts, and overseeing implementation steps.
- Participates in project reporting process.
- Maintaining a customer service orientation with city departments and active liaisons with counterparts in the public, private and professional sectors.

REQUIREMENTS

- Education and training equivalent to an AA/AS degree in computer science or related field, ten (10) years' experience in information systems management, systems analysis/design, network design/support, project management and programming..
- Special knowledge of Transaction Processing systems support, Mobile Computer Terminal application support, Computer to Computer inter-systems communications, Computer Aided Dispatching, Emergency 911 and Records Management Systems requirements and functions, and general computer network experience.

SENIOR SYSTEMS/ANALYST

REQUIREMENTS (continued)

- Experienced in Linux variations, TCP/IP, and Ethernet transport protocols like EIGRP and BGP.
- Experienced in MS Windows 2007, 2010, etc. Active Directory and Domain structures, MS SQL server, MS Exchange.
- Experienced in the use of various diagnostic tools including but not limited to: Sniffer, What's up, LANguard, HP TopTools, HP NetRaid tools, Network Associates / McAfee E-Policy Orchestrator anti-virus utility.
- Experienced in backup and recovery processes for raw files, MS Exchange and MS SQL server.
- Experienced in both hardware installation and configuration of various CISCO networking products including but not limited to: Nexus series routers, 4500 series routers, 4321 series routers, catalyst series switches, ASA firewalls and VPN concentrators.
- Pass a medical examination for employment
- Pass a Police Background examination
- Possess a valid California Driver's License