



VILLAGE OF OAK PARK
POSITION VACANCY NOTIFICATION – 23-JUNE-2014

CLASSIFICATION	SALARY RANGE	DATE AVAILABLE	DEPARTMENT/ DIVISION
SYSTEMS ANALYST (2) POSITIONS	\$54,501.06- \$73,346.09 DOQ	A.S.A.P.	INFORMATION TECHNOLOGY DEPARTMENT

DEFINITION: To perform a variety of complex technical duties in the design, application programming and development, PC configuration and support, testing and maintenance of the Village's computer application systems; and to perform a variety of technical duties as required.

EXAMPLES OF DUTIES (Essential duties and responsibilities): Analyze, develop, implement and maintain computer hardware and software for Village of Oak Park users; Participate in defining programming requirements by performing detailed system analysis of existing systems and procedures; Code software applications in appropriate languages; Develop and maintain computer systems from conception and design to implementation including designing screens, reports and programs; Write and test new computer applications and systems; Develop accurate time frames for assigned projects; Modify, test and trouble shoot existing computer programs; Analyze problems; Make modifications to systems and individual programs as required; Perform database analysis to determine the most effective database file structure designs; Develop and implement new and improved database file structures; Monitor database performance; Confer with staff from various departments to solve system problems; Coordinate system activities with users to identify needs; Prepare manuals to assist users; Assist various departments with program and operational problems; Analyze causes of problems and design solutions; Take corrective action; Evaluate operations and activities of assigned systems responsibilities; Recommend improvements and modifications; Prepare documentation for new system and changes to existing systems; Ensure compliance with established standards and procedures; Participate in the training of users in the use of new or modified computer application procedures; Develop reports that enable users to verify and track system output; Develop user documentation; Prepare data processing disaster recovery plan; Update the plan as needed; Compile and edit programs; Adjust programs as necessary; Coordinate projects between consultants and user departments for application development; Participate in the research of new software and hardware; Prepare test data for testing various computer programs; Perform basic diagnosis of computer hardware and software malfunctions; Perform related duties and responsibilities as required.

QUALIFICATIONS (Knowledge of): Principles and techniques of various programming languages, database, computer programming, on-line programming, and programming documentation. A wide variety of computer programming languages, such as, Adobe ColdFusion, Drupal, SQL, Reporting Tools Java and HTML. Systems analysis and design techniques, such as, database normalization, business analysis, workflow procedure, modular programming, stored procedures, and interface with operating system. Principles and practices of systems analysis, programming, design and documentation, such as, application version control, naming conventions, report templates, documenting program code, creating flow charts, database relational diagrams, user documentation and technical documentation. Principles and operating procedures of computer systems and related equipment, such as, software and hardware for client/server environment, computer networking and security. Analyze, design, program, install and maintain computer systems. Repairing PC components and working with various hand tools. **ABILITY TO:** Read, interpret and apply complex technical publications, manuals and other documents. Analyze data and develop logical solutions to complex computer application and programming problems. Identify, evaluate and solve program problems. Train or instruct on-line users in the use of computer equipment, software applications, and operating procedures. Make recommendations in computer selection and software application packages. Communicate clearly and concisely, both orally and in writing. Utilize office technology proficiently, such as, typing, word processor, spreadsheet, e-mail, calendar, telephone, pagers, and voicemail. Establish and maintain cooperative-working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: Walking, standing or sitting for extended periods of time; Operating hand tools, such as, crimper, solder, drill and knife; Lifting and installing computer and printer equipment. Maintain effective audio-visual discrimination and perception needed for: Making observations; Communicating with others; Reading and writing; Operating assigned equipment and vehicles. Maintain mental capacity, which allows for effective interaction and communication with others.

EXPERIENCE AND TRAINING REQUIREMENTS:

Experience: One or more years of increasingly responsible experience in Windows Client/Server systems, MS-Office, Adobe ColdFusion, Drupal, MS-Access, and SQL computer programming and/or systems analysis experience. AND Training Bachelor's degree from an accredited college or university or equivalent, with major coursework in computer science, information technology or a related field, such as, Software Project Management, Web Development, Java, HTML, DBMS and SQL.

WORKING CONDITIONS: Work in a computer environment; sustained posture in a seated position for prolonged periods of time; continuous exposure to computer screens.

All applicants must be permanent residents. Working visa applicants will not be considered.

POSITION WILL BE OPEN UNTIL FILLED; FIRST SCREEN OF APPLICANTS: 07-JULY-2014

Applicants can visit our website at www.oak-park.us Submit applications/resumes to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, or careers@oak-park.us or by fax (708) 358-5107. Applicants must submit resume, cover letter, job application with salary and work history and complete the attached supplemental questionnaire.

