



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification:**                    **Systems Analyst**

**Department/Division**                Information Technology

**Employment Status:**                Full-time

**FLSA:**                                    Non-Exempt

**Union:**                                 SEIU Local 73

**Employment Commission:**        N/A

**Deadline for Application:**        **February 8, 2019**

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**POSITION SUMMARY:**

This is a single class position under direction of the Director of Information Technology. Applicant will need to be knowledgeable and capable to apply the principles and techniques of various programming languages, database, computer programming, on-line programming and programming documentation. Additional skillsets include systems analysis and design techniques, such as database normalization, business analysis, workflow procedure, modular programming, stored procedures, and interface with operating system. Our technology environment consists of MS-SQL & Tools, Superior OneSolution CAD/RMS, CityView Permit, Licensing & Inspections, ERSI ArcGIS, Laserfiche and web software (Java, HTML, Adobe ColdFusion and Drupal).

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [HR@oak-park.us](mailto:HR@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## **SYSTEMS ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Information Technology Director.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**--*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

### **Essential duties and responsibilities**

1. Analyze, develop, implement and maintain computer hardware and software for Village of Oak Park users.
2. Participate in defining programming requirements by performing detailed system analysis of existing business systems and workflow procedures; code software applications in appropriate languages.
3. 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.
4. Modify, test and troubleshoot existing computer programs; analyze problems; make modifications to systems and individual programs as required.
5. Perform database analysis to determine the most effective database structure designs; develop and implement new and improved database structures; monitor database performance.
6. Confer with staff from various departments to solve system problems; coordinate system activities with users to identify needs; prepare manuals to assist users.
7. Assist various departments with program and operational problems; analyze causes of problems and design solutions; take corrective action.
8. Evaluate operations and activities of assigned system responsibilities; recommend improvements and modifications.



## **SYSTEMS ANALYST**

9. Prepare documentation for new systems and changes to existing systems; ensure compliance with established standards and procedures.
10. Participate in the training of users in the use of new or modified computer applications and procedures.
11. Develop reports that enable users to verify and track system output; develop user documentation.

### **Other important duties and responsibilities**

1. Prepare a data processing disaster recovery plan; update the plan as needed.
2. Compile and edit programs; adjust programs as necessary; coordinate projects between consultants and user departments for application development.
3. Participate in the research of new software and hardware; prepare test data for testing various computer programs.
4. Perform basic diagnosis of computer hardware and software malfunctions.
5. 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, CityView Suite, Adobe ColdFusion, 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.



## SYSTEMS ANALYST

Analyze, design, program, install and maintain computer systems.

Repairing PC components and working with various hand tools.

### **Ability to:**

Ensure best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

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 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 and voicemail.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Work overtime as operations require.

Must maintain reasonable and customary attendance.

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.*



Reports to: Director of Information Technology  
Department: Information Technology  
Pay Band: Grade 11  
SEIU Local 73: Non-exempt

## **SYSTEMS ANALYST**

Maintain mental capacity, which allows for effective interaction and communication with others.

### **Experience and Training Guidelines**

**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.