



SYSTEMS ANALYST

POSITION DESCRIPTION

JUNE 2016

DEPARTMENT: INFORMATION SYSTEMS

CLASSIFICATION: EXEMPT

POSITION SUMMARY

The Systems Analyst is responsible for the development and maintenance of software application technologies for the Supervisor of Elections (SOE) information systems.

The Systems Analyst reports to the Director, Information Systems and does not supervise any staff or temporary workers.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Computer Science, Information Systems or related field
- Minimum of three years of experience in the design, development, testing and implementation of software applications.
- Prior work experience a relational database
- Proficiency using Microsoft Office products
- Ability to analyze and solve system issues and communicate quickly and effectively to end-users, management, and Information Systems employees
- Prior work experience in a position with rapidly changing priorities and deadlines
- Past position working with projects from conception to completion with high degree of accuracy and attention to detail
- Valid driver's license and driving history that meets SOE driving standards

PREFERRED:

- Master's Degree in Computer Science, Information Systems or related field
- Knowledge of Oracle Forms 10g
- Linux command knowledge

POSITION FUNCTIONS AND DUTIES

- Design, develop, and maintain information systems using Visual Studio, Oracle and other 3rd party tools.
- Provide support for departments through research, analysis, testing, documentation and training of information system functions.
- Improve functionality, security, standards, and performance of in-house software applications.
- Assist IS staff with resolutions for department and end-users' technical problems.
- Remain current on emerging technology that may benefit the SOE systems and users; participate in new development, enhancement, and maintenance of systems.
- Assist Director, Information Systems with any special projects as directed.
- Perform all other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. Requires contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, tablets, iPads, scanners, printers, election equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Reaching	Repetitive Wrist Motion
Pushing	Hand-Eye Coordination	Focus for Extending Periods
Carrying	Light Lifting (up to 10 lbs)	Sitting
Pulling	Standing	Visual Acuity
	Mental Alertness	Reading and Comprehending
	Decision Making	Problem-Solving

This description may not be all-inclusive and is subject to change at any time. All employees are expected to perform other duties as assigned and directed by management. Position description and duties may be modified whenever deemed appropriate. When applicable, Orange County Supervisor of Elections will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create an undue hardship.

Employment at Orange County Supervisor of Elections is at-will. This position description is not intended, nor should it be construed, to modify this employment-at-will relationship.