

**We are filling two vacancies that possess minimum education requirements listed below.**

- 1. Developer**
- 2. Network Support**

**Salary Information for Both Positions**

Grade Level 1 – 4, depending upon experience

Entry Level Salary range \$43,000 – 55,000

**1. Developer**

**Desired Knowledge, Skills and Abilities**

Possess the ability to work independently and as part of a team (team player). Must have good communication skills both verbal and written. Demonstrates a willingness to share technical skills.

- 1-2 Years of full-time professional systems analysis or computer programming work.
- Experience in software development, database design, system analysis.
- Programming experience for client server and web based applications using the .NET framework 2.0 or higher.
- Background in C#, working knowledge of VB. Net
- Good working knowledge of SQL Server (Tasks such as writing Stored Procedures, designing SSIS Packages, Normalized Database Design, etc).
- Good understanding of HTTP Protocol from start to finish.
- Experience using ADO.NET, XML, developing Web Services, Active Directory integration as the core of security for applications, and Object Oriented Programming practices.

**2. Network Support**

**Desired Knowledge, Skills and Abilities**

Possess the ability to work independently and as part of a team (team player). Must have good communication skills both verbal and written. Demonstrates a willingness to share technical skills.

(Ranked in order of importance)

- Windows Server 2008R2
- Active Directory
- Basic Networking
- Microsoft Exchange
- SCCM
- SCOM

## **Minimum Qualifications and General Requirements**

Graduated from an accredited college or university with a Bachelor's degree in Information Systems, Computer Science or a related curriculum ; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, up to a maximum of two years (e.g. graduation from an accredited two-year college or technical institute with a major in data processing, computer science or other related field will be considered as the required education when combined with a minimum of two years of qualifying full-time professional experience). Qualifying experience must be in the systems analysis, computer programming, or a directly related area.

## **Legislative Systems Analyst**

### **SUMMARY**

Under general supervision, is responsible for professional information systems analytical work of routine to considerable complexity involving the analysis of various administrative, reporting, and statistical systems, the development methods for adapting these systems to information technology processes and performs related work as required.

Based on previous experience and/or education, the legislative systems analyst may lead a small group of subordinate systems analysts during the development and implementation of information systems projects of average complexity/difficulty.

1. Learns and determines requirements or changes necessary to adapt existing work systems or processes to modern information technology techniques. Based on experience and/or education, the legislative systems analyst responsibilities may also include identifying and leading necessary requirements or changes to adapt existing work systems or processes to information technology techniques.
2. Learns and determines the feasibility of implementing or changing information technology systems through the study and analysis of the cost effectiveness and efficiency of the proposed system as compared to the existing work systems or processes. Based on experience and/or education, the legislative systems analyst may also lead in determining the feasibility of implementing or changing the system.
3. Participates in the establishing of goals schedules and priorities in design, development, and implementation of proposed systems. Based on experience and/or education, the legislative systems analyst may work with and coordinate communications with client-user supervisory and administrative personnel to identify system needs and requirements.

4. Illustrates the necessary steps, procedures, and flow of information in and needed for adapting existing work systems or processes by preparing systems specifications, data flow diagrams, written procedural narratives, and other documentation. Existing work systems or processes may be of considerable scope and complexity.
5. Facilitates the implementation of information technology procedures through preparation and design of necessary manuals, flow charts, diagrams, and forms; prepares data to test programs and systems once implemented, compared expected test results to actual results and determines and corrects existing errors.
6. This position may lead and participate in the documentation of necessary information to produce adequate guidelines for applications programming staff to use in designing, developing, and implementing computer programs.
7. Prepares test data for testing information systems and compares expected test results to actual results and takes necessary steps to correct any differences.
8. Facilitates the implementation phase of a system of limited to average scope and complexity by working closely with the client-user; trains and instructs personnel in proper procedures for systems use, determining and resolving system operational problems and interpreting input-output correctly. Based on experience and/or education, the legislative systems analyst may facilitate the implementation phase of complex systems.
9. Participates in formal and on-the-job training. Based on experience and/or education, legislative systems analyst may lead subordinate systems analysts in the development and implementation of systems projects and in training them in the standards, principles and practices of systems development and implementation.