

Systems Analyst **Tompkins County**

Department: Information Technology Services, T-S-T BOCES

Classification: Competitive

Labor Grade: 14

Approved: Bd. Res. #362, 12/21/93

Revised: 09/98; 09/05; 3/15

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate -

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Computer Science, Electrical or Computer Engineering or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using modern languages, database systems and communication systems; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Computer Science, Electrical or Computer Engineering Technology, Communications Technology or related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using modern languages, database systems and communication systems; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using modern languages, database systems and communication systems; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State motor vehicle operator's license at the time of appointment or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for developing, maintaining, and recommending computer and telephone systems (including hardware, software, networks, interconnectivity, etc.) for the contracting department. The incumbent coordinates activities with staff of the Information Technology Services Department. The work is performed under the general supervision of the Director of Information Technology Services and the head of the contracting department, with considerable leeway for planning work methods and procedures with commensurate responsibility for technical results. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Ensures compatibility and coordinates operation of computer, computer network, and telecommunications hardware and software;
- Develops, maintains and recommends computer and telephone systems (including hardware, software, networks, interconnectivity, etc.) for all divisions within the contracting department;
- Responsible for the ongoing operation of the computer and telephone systems;
- Conducts in-depth research as required to develop and maintain the computer and telephone systems with minimal disruption in service;
- Assists in drafting and negotiating contracts for the equipment, systems and professional services;
- Coordinates the installation, testing and evaluation of delivered materials;
- Coordinates delivery of systems, programs and data supplied from federal, state and other agencies; and
- Evaluates, recommends and modifies the delivery of systems, programs and data supplied from federal, state and other agencies as required for County usage.

- Provides training in the use of word processing, database, spreadsheet, utility, in-house developed and other software;
- Develops files, screens, interactive programs, macros, templates, etc.;
- Provides Help Desk support for computer users.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of computer application analysis, design and construction;
- Working knowledge of common business practices;
- Thorough knowledge of computer communication protocols;
- Working knowledge of telecommunications equipment;
- Excellent verbal and written communication skills;
- Ability to present ideas clearly and concisely, both orally and in writing;
- Ability to establish and maintain working relationships;
- Good judgment, integrity and tact; and
- Physical condition commensurate with the demands of the position.

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