

**CITY OF STUART
JOB DESCRIPTION**

Title: **SYSTEMS ANALYST**

Department: **Information Services**

Job Code: **3013**

Grade: **S18**

Exempt Status: **FLSA Exempt**

CHARACTERISTICS OF THE CLASS

Under the supervision of the Information Services Director, performs highly complex and specialized work involving technical knowledge and problem analytics in the operation and maintenance of a network of personal computers and servers. The incumbent in this class must be able to effectively and efficiently implement and operate new programs as they become necessary, as well as designing and configuring new systems when needed. Work is reviewed through oral and written reports and conferences for adherence to established policies and departmental rules.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Installs, tests and troubleshoots new hardware and software deployments for compatibility and efficiency..
2. Repairs and maintains personal computers and servers as necessary. Works with vendor technical support for problem solving.
3. Develops solutions to system problems arising due to changes in versioning, operating requirements, contractual provisions, or new conditions.
4. Performs data backups.
5. Analyzes current systems for security and performance efficiency.
6. Researches potential new equipment and programs; makes recommendations to department director.
7. Responds to emergency situations as they arise.

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8. Maintains a current inventory of hardware and software. Assists in ordering new equipment and disposal of retired equipment.
9. Responds to user requests for assistance.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

An AS or AAS degree in Computer Engineering Technology or related field along with a minimum of six years experience in the operation and maintenance of servers, workstations, and networks including data base management systems. Experience can substitute on a year for year basis for the required education with a minimum of one certification consisting of: Microsoft Certified System Engineer (MCSE), Microsoft Certified Professional (MCP) or A+ certification.

Possession of a valid Florida Driver's License is required.

B. Knowledge, Abilities and Skills:

Knowledge of Personal Computer hardware and software systems.

Knowledge of safety practices and procedures applied to computer installation and maintenance.

Knowledge of information service terminology.

Ability to utilize problem-solving capabilities when dealing with large, complex computer software systems.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Ability to function independently and in a team environment.

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Ability to install and remove computer, parts and related equipment, i.e., printer.

Skilled in the operation of a motorized vehicle under adverse conditions.

C. Physical Requirements:

Task involves some physical effort and frequent walking, standing, stooping, stretching, kneeling, crawling, sitting, pulling, pushing, bending, working in confined spaces or frequent lifting or carrying moderately heavy (30-60 pounds) items and occasionally very heavy (100 pounds or over) items; and/or standard dexterity in the use of fingers, limbs, or body in the operation of hand tools, devices, vehicle or office equipment in which manipulative skills and eye-hand coordination are important ingredients of safe and/or productive operations. Task may involve extended periods of time at a desk, or keyboard.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires odor perception and discrimination.
Task requires depth perception and discrimination.
Task requires hearing perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Information Services Director

Received By: _____ Date: _____
Employee