



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2018-009

SENIOR IT ANALYST INFORMATION TECHNOLOGY DEPARTMENT Full-Time / Exempt / Non-Represented

SALARY RANGE: \$71,921 - \$92,064 Annually - Plus 6% City paid PERS
(\$34.58 - \$44.26 Hourly)

OPENS: February 14, 2018

CLOSES: March 7, 2018 at 5:00pm PST

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

Under general supervision and in a lead capacity, perform and coordinate highly technical and complex information systems work. Responsibilities include architecting, deployment, security, and maintenance; and analyzing the efficiency of current city systems, assessing current and future systems' needs, and making recommendations for improvements, policy changes, and hardware or software acquisitions. In cooperation with the Senior Network Engineer, ensure the security of the city's information systems and networks. Provide a high level of customer service through daily interactions with city staff, outside agencies, vendors, and the general public.

MANDATORY REQUIREMENTS: Broad knowledge of business principals, practices, theories and methods, comprehensive understanding of IT systems including database systems, server virtualization, storage area networks, network switching and routing, systems analysis and design, PC applications software, and business processes. Must have experience developing and implementing Information Technology processes that bring efficiency to IT operations. Must have strong business and analytical skills in the areas of systems, design, best business practices, efficiency and troubleshooting. Equivalent to a four-year University education in computer science, public administration or business administration, and over five years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Ability to maintain confidentiality.

DESIRABLE SKILLS/QUALIFICATIONS: Advanced experience with Microsoft SQL, IIS, and Sharepoint, NetApp SAN's, VMWare Virtualization.

PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

APPLICATION AND SELECTION PROCESSES

To apply, submit a completed City Application and cover letter to the Human Resource Department on or before the closing date. Application materials must be received by the Human Resources Department by 5 pm on the closing date. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

CITY APPLICATION

A City Application can be found online at www.sherwoodoregon.gov/hr under Forms, or may be requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

BENEFITS

The City of Sherwood offers eligible full-time staff the following benefits programs: paid time off (vacation); paid sick leave; group health insurance for employees and their dependents; flexible spending accounts; life insurance; long and short-term disability coverage; Public Employees Retirement System (PERS); 457 deferred compensation plan; optional direct deposit; credit union membership; and a discounted Sherwood YMCA membership.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.