JOB OPPORTUNITY #: 871-2703

<u>SUPERVISOR, SYSTEMS ANALYST INFORMATION TECHNOLOGY</u>
911 Center and Office of Emergency Management

Summary: Work is performed under the supervision of the Director of Information Technology. This is a technical supervisory position responsible for multiple projects, project teams, analysis, design, implementation and maintenance of computer systems and network infrastructure that provides services to the county 911 Center and Office of Emergency Management.

Key Responsibilities: Plans, organizes, prioritizes, coordinates, assigns and evaluates the work of assigned staff. Works closely with management and other professional staff within the County. Responsible for management activities including planning, budgeting, policy development and implementation of departmental and county objectives. Assists in developing a budget based on the county 911 Center and Office of Emergency Management technology needs, monitor expenditures and recommend adjustments as needed. Evaluates staffing needs and requirements. Provides input into the evaluation of new technical proposals to determine their appropriateness, adherence to existing policy and the impact on existing infrastructure. Assist county 911 Center and Office of Emergency Management in developing technical RFPs and bid specifications. Manages technical staff in the installation, implementation and maintenance of county computer equipment and software. Reviews projects assuring completeness and meeting of expectations. Performs project management, prepares and presents oral and written reports, presentations and recommendations following research and evaluation. Responsible for the inventory of computer hardware and software. Provide technical consulting services to county 911 Center and Office of Emergency Management departments regarding the use of county computers and networks to satisfy business needs. Establishes and maintains support and maintenance contracts on computer systems. Assigns and reviews projects using the county's helpdesk tracking system. Provide direct technical support to helpdesk technician, systems administrators and programming staff as needed. Perform and manage computer system upgrades. Install, support and maintain software on MS Windows and Linux operating systems. Develop and maintain system security procedures. Write, test and document computer systems and their operations. Research and keep current on new technology. Research, develop, recommend and support integration of database systems with other platforms such as Imaging Systems, GIS servers, Web servers and Microsoft Office.

Status: Full Time, Exempt

Working hours: Primarily 8:00 am – 5:00 p.m., Monday – Friday

Qualifications: Bachelor's degree in Computer Science or related field and three to five years of computer systems technical support experience on the MS Windows Sever platform, or the equivalent combination of education and experience; Must have significant experience in MS Windows Server, IP Networking, Information Technology operations, databases, systems design, logic structures, application administration, PC workstations and integration of platforms.
Preferred qualifications: Personnel supervision experience. Excellent written and oral communication, organizational and analytical skills, ability to multi-task and customer satisfaction skills are essential.

Must have a clear criminal history, excluding minor traffic violations, and be able to pass a background check

Annual Salary Range: $63,065 - $94,598 Salary commensurate with experience.

Deadline for Application: Applications will be accepted until the position is filled.
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Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E Ash, Boone County Annex, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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