



# JOB ANNOUNCEMENT

## SENIOR SYSTEMS ANALYST

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**Application Period: 5/19/17 – Until Filled**

**Salary Range: \$77,598 - \$94,314**

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### **APPLICATION PROCEDURE & EXAM PROCESS**

Interested candidates are to submit a **SCORE Application, Resume and Cover letter addressing why are you a good fit for this position and why you want to work for SCORE** to Stephanie Conley by mail (20817 17<sup>th</sup> Ave S, Des Moines WA 98198) or email ([sconley@scorejail.org](mailto:sconley@scorejail.org)). You can download the Application on our website at [www.scorejail.org](http://www.scorejail.org). First review of applications will commence on 6/1/17 and continue until suitable candidate has been found. Top candidates will be selected for an interview. If you need an accommodation for either the application or interview process please let Human Resources know prior to submitting the application. SCORE is an Equal Opportunity Employer.

**NATURE OF WORK** – Under the direction of the Information Technology Director, this position involves project management, customer service, and business analyst and technical work in computer, server and network hardware and software troubleshooting, maintenance, training, and systems integration. The employee will perform a wide variety of systems and software support duties involving multiple distributed computer systems and servers.

**REPRESENTATIVE DUTIES** – Proficient in maintaining a Microsoft Hyper-V server environment including, but not limited to, provisioning virtual servers, clustering, disaster recovery, virtual networking. Understand iSCSI and SAN technology and have the ability to maintain and troubleshoot the system as needed. Manages SCORE's system management system (Microsoft SCCM) to deploy security patches, applications, operating systems and reports. Manage camera and security system to ensure an accurate and secure operation of the jail. Considered subject matter expert and main point-of-contact to address technical issues and reconfigure systems. Training can/would be provided to incumbent. Works closely with other divisions on projects and provides IT knowledge or resources as necessary. Manages SCORE's jail management system (Spillman) to facilitate a seamless, efficient and accurate system operation. This position is considered a subject matter expert for SCORE's jail management system, and related systems. Training can/would be provided to incumbent. Acts as SCORE's liaison with internal and external customers with data or system requests, issues or questions with SCORE's jail management system or other externally available systems. Works with internal and external customers to solve business problems by extensive analysis, and by extracting and analyzing relational data from Crystal Reports or other database reporting tools. Develops and implements the policies, technical procedures, and standards for preserving the integrity and security of SCORE's jail management system. Responsible for database and server-backup and recovery through testing, implementation and documentation of backup recovery strategies, processes, tools and techniques. Maintains archived data for point-in-time restorations. Handles the management of users, privileges, roles and standards to control and monitor user access to SCORE systems. Responsible for managing appropriate technical and procedural documentation, including necessary updates and training on the use of such documentation. Responsible for maintaining, troubleshooting and installing server hardware (physical and virtual) and software for various business applications and needs. This includes following system design specifications to design, develop, document, analyze, create, test or modify any server hardware, computer system, business application or program. Responsible for configuring and maintaining network equipment including switches, routers, wireless access points. Responsible for installing, maintaining and configuring IP and POTS telephone systems. Provides technical advice, training and answers questions of other members of the IT Division staff members. Assists with administration of servers, SQL database servers, and other network resources to ensure that end users are able to access appropriate resources while maintaining the security of the systems. Assists with creating and maintaining custom reports in SAP Crystal Reports and Microsoft SSRS as needed. Assists the IT Director on research and recommends new equipment and applications; assists with future growth plans; provides recommendations and justification as required. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS** – A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems or a related field; AND five years of professional information technology experience that emphasized the development, enhancement, maintenance and administration of a centralized computer network/system. An equivalent combination of education, training and experience may also be qualifying. Database knowledge and experience is preferred. A stringent personal background investigation, polygraph examination, and a medical physical, including a drug-screening test will be conducted on candidates considered for hire. Note: For a full description of the position, contact Human Resources for this position's Job Classification.

**SCORE JAIL IS A TOBACCO AND DRUG-FREE WORK ENVIRONMENT**