SYSTEMS ANALYST

DEFINITION
Under general supervision, implements and maintains computer systems and computer system applications.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Plans and designs computer applications systems;
- Implements and maintains computer systems and computer system applications;
- Troubleshoots system and application failures;
- Configures, maintains and updates databases and other hardware/software systems;
- Assists in the implementation of backup strategies.
- Designs and installs new databases; implements new document management systems;
- Configures client servers for system communication;
- Assists in the design of network layouts;
- Repairs computer systems and provides assistance to technical support staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of computer systems and applications, system design techniques and standards and of document management systems;
- Skilled in technical problem solving and troubleshooting, prioritizing work assignments and meeting multiple and conflicting deadlines, providing and following oral and written instructions, and establishing and maintaining positive and productive working relationships;
- Ability to effectively communicate verbally and in writing in English with all levels of staff and public.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds. May be exposed to repetitive motion.

QUALIFICATIONS
Bachelor degree from a four-year accredited college or university in Computer Science, Information Systems or closely related field, AND three (3) years experience in computer support and database design OR an equivalent combination of education and experience.