



The City Beautiful

City of Coral Gables Job Description

Job Title: Sr. Information Technology Analyst
Department: Information Technology
Classification: 5034
Pay grade: 25E
FLSA: Exempt

Prepared Date: 3/07
Approved By:
Approved By:

Summary

Under the general direction of the Information Technology Manager, works as team lead with the responsibility of project management, supervision, guidance and scheduling. Establishes policies, standard operation procedures, strategies, project goals and milestones for large and highly complex computer systems and their applications. Implements strategies and systems to enhance operations, and customer satisfaction. Supervises and coordinates the activities of technical staff and contractors. Must be able to think strategically and exercise considerable initiative and independent judgment

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develop and monitor project plans and provide lead and technical direction to support staff.

Develop project standards and templates.

Assign, monitor and evaluate project tasks and responsibilities.

Prepare internal Project cycle deliverables, monitors progress and provides status reports.

Coordinate project tasks with other IT divisions.

Review departmental requests for technology and makes recommendations, as appropriate.

Evaluate technology and makes recommendations to ensure compatibility and effectiveness.

Plan, schedule, supervise and review the work of consultants and support staff.

Analyze the efficiency of all computer systems and propose enhancements.

Provide hardware and software maintenance and support for systems, databases and applications. Provide full cycle software development, crystal report writing and web design. Provide graphs and multimedia design for web applications. Provide computer support and troubleshooting. Monitor and maintain City network and communication center information systems, to include hardware and software applications, database administration, mobile data computer (MDC) systems, computer aided dispatch (CAD) systems, records management systems (RMS), emergency medical systems (EMS).

Select, train and motivate staff; provide for staff professional development; and work with employees to correct deficiencies.

Attend and participate in professional meetings; stay abreast of new trends and innovations in the field of information technology; research emerging products and enhancements and their applicability to City needs.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Windows Network Administration, Exchange, Client PC and Applications Support. Knowledge of computer programming languages. Requires proficiency in the following programming languages and technology: Crystal Reports, Visual Basics, MS SQL and HTML. JAVA, Visual Studio.Net, Adobe Flash, Adobe Photoshop knowledge is preferred. Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

Ability to install and configure enterprise server applications in Novell and NT operating environments and Network, HTTP, TCP/IP protocols, resolve network and information system problems, troubleshoot and make system repairs, determine hardware and programming needs, install, update, revise, analyze and test programs, establish and implement procedures, train and communicate effectively with users, perform effectively under stressful situations. Ability to advise on the acquisition, design and construction of computer systems and other related equipment, analyze findings, making recommendations and prepare reports; coordinate projects; set priorities, objectives, policies, and procedures, meet critical deadlines and following-up on assignments with minimum direction. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to communicate effectively verbally and in writing is essential. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's degree in computer science or related field with five years of IT experience to include supervision and project management.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License.