



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

POSITION VACANCY

SYSTEMS ANALYST

Wage: \$25.00 to \$35.00 per hour DOE/Q

City and Borough of Sitka seeks a qualified team member to fill the full-time, permanent position of Systems Analyst. The principal function of an employee in this class is to ensure effective and efficient use of computer technology within the municipal government. The work is performed under the direct supervision of the Information Systems Director some leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Information Systems Department as required or as assigned by supervisory personnel. In the absence of the Systems Analysis, an employee in this class may temporarily assume full responsibility for assigned duties of the Systems Analysis. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees. The principal duties of this class are performed in both a general office environment and at various work sites throughout the City and Borough.

Work Schedule: Full time, Monday-Friday, 8 am - 5 pm.

Benefits:

PERS Defined Contribution Retirement

SBS Annuities program - 6.13% match

Employer Paid Life Insurance (employee and dependents)

Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)

Annual Leave & Sick Leave

Paid Holidays

Floating Holidays

Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed

Providing for today...preparing for tomorrow

Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

ASEA

Tasks:

- Installs PCs and maintains hardware and software, Windows and Windows applications and related packages.
- Provide “in-house” computer/network support relating to software and hardware.
- Maintain trouble-log on computer support requests.
- On a limited basis, trains City employees in the use of computers and related systems.
- Assist in backup procedure of servers on a regular basis.
- Performs basic system operator tasks on servers.
- Provides ongoing analysis and monitoring of Internet and Intranet site.
- Perform duties of Network Administration in the absence of the Systems Administrator.
- Performs troubleshooting and maintenance on existing hardware and software systems; General Statement of Duties Distinguishing Features of the Class Examples of Essential Work (Illustrative Only)
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

Acceptable Experience and Training:

- Graduation from an accredited college or university with an Associates Degree or equivalent in Computer Science, Business Information Systems or a closely related field; and
- Considerable experience in the implementation of information systems; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work

Skills and Requirements:

- Thorough knowledge of computer related products, including all applicable hardware and software.
- Thorough knowledge of printer hardware and software.
- Thorough knowledge of the current practices and principals involved in the installation, repair, customization and implementation of computer hardware.
- Some knowledge of the function and purpose of City and Borough departments, divisions and sections.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Submit Application to Human Resources via hr@cityofsitka.org. or turn it in to Room 300, City Office Building. **No applications accepted after 4:00 p.m. on Wednesday, August 4, 2021.**