

NOTICE OF JOB OPENING

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Posting Begins	November 17, 2016	Posting Ends	January 11, 2017
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Position Title	INFORMATION SYSTEMS ANALYST
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Department	Police	Division	Services/Staff Support-Tech
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Police Department – Technology Unit
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BRIEF JOB DESCRIPTION: The Information Systems Analyst is a standalone classification which is distinguished from other classifications by its responsibility for overseeing activities related to maintaining and supporting Public Safety Network computer systems; provide access to the all Public Safety technology resources, providing technical assistance and training to users in area of assignment. Performs troubleshooting on network and computer hardware. Complete all other technical related tasks deemed necessary at the direction of the Information Systems Manager.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Computer Science, Information Systems, or related field and three years of programming, system analysis, or work experience related to area of assignment or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Proficient in Microsoft Server and Office Suites, Microsoft SharePoint, Microsoft SCCM. Able to be trained on proprietary software databases unique to the position. Must be able to pass a criminal background check for eligibility to federal and state computer databases. Must maintain eligibility for and certification on local, state and federal databases. Valid Kansas Driver's License.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$4,000.53 - \$5,142.80/mo.	PI #	0734	Class. Code	1253
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Extend 12/15/16

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
EOE**