



# EMPLOYMENT OPPORTUNITY BUSINESS SYSTEMS ANALYST I



**MAKE A DIFFERENCE IN LOCAL GOVERNMENT!**

The Village of Hoffman Estates is looking for an energetic, customer service oriented individual who has a passion for technology, exceptional communication skills and a sense of humor to join our INFORMATION TECHNOLOGY team.

*PURPOSE*

*CHALLENGE*

*LEARNING*

*GROWTH*

*BALANCE*

**As part of the IT team you will:**

- **Maintain, update, configure,** and patch enterprise applications and provide end user support on basic, intermediate, and advanced application support requests, reports, and expand current software functionality.
- Provide **administrative and technical support** for a number of current and future village wide enterprise resource and collaboration applications such as Microsoft TEAMS, OneNote, SharePoint, Laserfiche and Adobe Creative Cloud
- **Conduct training** for staff at all levels of proficiency on the use of the various enterprise systems
- **Present/explain concepts** and ideas clearly and effectively
- Work on **new projects** – including planning, requirements analysis, systems design, implementation, integration, reports development, testing, documentation, training, and go-live activities
- Have experience with **report writing tools** such as Crystal Reports, COGNOS, SQL Server Reporting Services
- Have working knowledge of **Microsoft Active Directory, AZURE, and MSSQL**
- Stay up to date with current and changing technical software and hardware **advances, requirements and trends**
- Have a **high aptitude for learning** new technologies
- Work well under pressure

CREATE CONFIGURE TROUBLESHOOT TRAIN COMMUNICATE

## COMPENSATION

**Salary DOQ** - 2022 Range of \$75,268 - \$84,835 annually

The Village of Hoffman Estates has a competitive benefit package which includes: health, dental, vision, and life insurance, medical and dependent care flexible spending accounts, a retirement pension plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

## HOURS AND SCHEDULE

40 hours per week, Monday – Friday 8:00 a.m.-5:00 p.m.

## **EDUCATION, EXPERIENCE AND COMPUTER SKILLS**

*Any combination of education and IT experience may be considered*

- Associates degree (A.A.) in a computer related field from two-year college or technical school **AND** 2 – 4 years related work experience
- **In lieu of degree:** five years experience as IT Business Systems Analyst or similar
- Proficiency in database modeling, report writing and SQL
- Experience with enterprise applications including but not limited to Customer Relationship, Enterprise Resource Planning, Document Management, Enterprise Asset Management
- Valid Class D Illinois Driver's License

*All positions require a pre-employment Village-paid background investigation and drug screen upon job offer.*

## **TO APPLY**

Submit a resume and a completed employment application through the Village Career Portal on the Village of Hoffman Estates website: [www.hoffmanestates.org/employment](http://www.hoffmanestates.org/employment)

**Posting Date: 6/15/2022**

**Closing Date: 7/11/2022 or Until Filled**

## **ABOUT THE DEPARTMENT**

The Information Technology Department is an internal service department that supports over 300 computer users Village-wide, with a focus on technology planning and maintenance for Village operations. The Information Technology Department is divided into [two divisions](#):

- **Technical and Network Support:** responsible for network communications, hardware and software, training and support.
- **Business Applications:** fund accounting, human resources, benefits and payroll, licensing, utility billing, community development, and revenue applications.

The Village's computer network is spread out across each municipal building with a combination of DragonWave wireless and fiber optics.

## **ABOUT THE COMMUNITY**

The mission of the Village of Hoffman Estates is to continually improve the quality of life for our 53,000 residents and business community by providing responsive and efficient municipal services. Our location, 30 miles west of Chicago in the Golden Corridor of Interstate 90, provides excellent access to all major attractions within the Chicagoland area and the Midwest. With an expanding population base in the region, the Village of Hoffman Estates is poised for future commercial and residential growth. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

***The Village of Hoffman Estates is an Equal Opportunity Employer and complies with all applicable Federal, State and local laws regarding employment.***