



CITY OF ROLLING MEADOWS
JOB OPENING
DATA ANALYST

The Rolling Meadows Information Technology Department is seeking Full qualified applicants for the position of **Full-Time In-Person Data Analyst**. This position assists the Chief Information Officer carry out all the duties and responsibilities of the Information Technology Department and consists of, but not limited to, designing, programming, testing, implementing, and documenting software applications and reports. The Data Analyst role will also support the System Administrator and Network Administrator by assisting with various IT Administration tasks, and perform other duties as required by the Information Technology Department.

Minimum qualifications:

- Valid Illinois driver's license,
- Ability to lift and carry weights up to forty (40) pounds,
- Ability to work flexible hours (including nights and weekends),
- Four-year degree in an Information Technology related field or direct work experience,
- At least three (3) years of progressive design and programming experience using Microsoft SQL and SSRS (preferably in a local/municipal government setting) is required.
- Ability to successfully complete the City's screening process.

The annual salary range for this position is \$51,628 to \$73,753. Bilingual (Spanish) and/or minority candidates are encouraged to apply.

The **Full-Time In-Person Data Analyst** position requires an individual who likes working in an office environment with numerous tasks and responsibilities. In addition, there will be some evening and weekend and field work assigned to this position. Any interested candidate who has additional questions regarding the job description or duties can contact Chief Information Officer, A. Waseem Khan, at (847) 394-8500 x 6001 or khanw@cityrm.org.

To apply, please submit a cover letter, resume, and three professional via email to Human Resources Specialist Joyce DeLeon at deleonj@cityrm.org. Please include "Rolling Meadows Data Analyst Application" in the subject line of the email. More information on the City of Rolling Meadows can be found on the City website at www.cityrm.org. The City of Rolling Meadows is an Equal Opportunity Employer.

POSTED: June 2, 2022



CITY OF ROLLING MEADOWS

Position Description

Position Title: Data Analyst

Reports to: Chief Information Officer

Job Status: Full Time

Supervises: None

Department: Information Technology

Pay Grade Assignment: P-7
(per AFSCME Jan. 1, 2021 Pay Plan
FY2021 – Hourly Wage \$24.8212-
\$35.4582)

FLSA Classification: non-exempt

Date: December 2021

Position Purpose:

- This is a professional position whose primary responsibilities are the protection and management of the Software Applications technology infrastructure for the City of Rolling Meadows. The position also provides advanced support for hardware and software issues as well as assists the Chief Information Officer in evaluating and installing/upgrading new software. This position is responsible for programming and occasional project management responsibilities

Essential Position Duties:

- Providing software application support under the supervision of the Chief Information Officer.
- Ensures the successful operation of the City's financial systems, supporting technologies and applications.
- Maintain City's ERP production and test systems, including updates, user security, and vendor relationship
- Administers various custom-built and 3rd party applications including password resets, security, tuning, configuration, upgrades, and general application administration as needed.
- Develops, implements, and maintains policies, standards and procedures regarding operation of City applications. Works with in-house development

staff to design and plan application and database configurations to ensure system integrations and compatibilities.

- Develops and maintains innovative applications driven by City needs.
- Provides daily technical support for City hardware and software
- Performing analyses on software application functionality and suggesting improvements.
- Consulting with the software development team, internal users, and clients to improve application performance.
- Managing code migration across environments to ensure continued and synchronized functionality.
- Keeping record of configuration changes and scheduling application updates.
- Perform Application Support tasks associated with the City's Applications and Databases.
- Providing technical support to departments within the organization, and to external clients when required
- Assisting with systems integrations
- Maintaining and updating technical documents and procedures
- Identifying and resolving application support related technical issues
- Delivering regular and customized training to departments within the City.
- Preparing maintenance plans and upgrading schedules for the organization's systems
- Developing reports for departments across the business
- Provide user support and training on desktop applications such as Word, Excel, Access, third party systems and internal applications.
- Log and track trouble call and maintain the internal online support knowledgebase.
- Monitor and track the software inventories.
- Test, monitor and troubleshoot network operations and performance, when needed.
- Assist in the development and implementation of the Information Technology Plan and solutions for City Departments.
- All other duties as assigned.

Competencies:

- Working knowledge of SQL Databases & basic network configuration.
- Working knowledge Windows Server, Active Directory, Microsoft Access, Crystal Reports, SQL Server, Tyler Technology Software.
- Working knowledge of IT Hardware and Software.
- Working knowledge of Database Management and Programming Languages
- Ability to learn and master employer-specific software.
- Ability to diagnose & address application issues.

- Technical and practical expertise with Microsoft Windows operating system and Microsoft Office application suite.
- Strong oral and written communication skills.
- Strong troubleshooting and problem-solving skills.
- Strong personal and interactive people skills.
- Strong learning and teaching skills.
- The ability to quickly learn the user applications and then provide the support to the users.

Minimum Qualifications:

- Demonstrable experience as an Application Support Engineer in a related field.
- Possession of a valid Class "D" Illinois driver's license.
- A Bachelor's Degree in Software Engineering, Computer Science, Information Technology, Information Systems, Computer Engineering, or equivalent work experience.

Environmental Conditions:

- The majority of the work environment is indoors in an office setting; some exposure to the outdoors when traveling to other office locations.
- A reliable vehicle to be used to travel between City buildings.
- Work hours are typical business hours with some work on weekends and at night.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.
