

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### SENIOR BUSINESS SYSTEMS ANALYST

**Department:** Information Technology  
**Pay Grade:** 114  
**FLSA Status:** Exempt  
**Job Class:** 3504  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for managing, analyzing, and evaluating present or proposed procedures and data to design computer-based solutions by obtaining detailed specifications from users to ascertain specific output information requirements for departmental operations.

#### ESSENTIAL JOB FUNCTIONS

- Plans, directs, and supervises the development and preparation of detailed applications using comprehensive flowcharts, diagrams, specifications, and related materials.
- Confers with departmental officials for preliminary determination of application feasibility and end user needs.
- Reviews, analyzes, evaluates, and documents existing business systems, processes, and procedures to define system capabilities and translate them into an effective design. Prepares cost benefit analysis.
- Provides technical oversight on application design and analysis for system installation and implementation.
- Provides training to end users on the proper operational procedures to increase efficiency and productivity.
- Works with developers to recommend application designs to help the County run more efficiently.
- Supports the organization through planning, coordinating, and overseeing the implementation of several projects concurrently using detailed project plans.
- Contributes to the research and analysis of assigned project deliverables. Develops, implements, and monitors project schedules. Estimates required resources to complete tasks. Creates detailed specifications from which systems will be programmed and/or configured using process and workflow analysis.
- Monitors progress and results, recognizes and capitalizes on improvement opportunities, and adapts to competing demands, organizational changes, and new responsibilities.

- Provide and support the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out necessary processes and practices.
- Collaborates closely with application vendors and end users with any application modification/configuration changes; reviews equipment and software specifications to ensure compatibility.
- Oversees data integrity during migrations and upgrades. May assist in optimizing all aspects of the database systems to ensure performance, security, scalability, integrity, and stability.
- Provides internal and external user support. Resolves all problems as assigned, makes recommendations, and reports any unresolved problems for resolution in a timely manner.
- Performs technical lead duties for implementing and maintaining modules of the Enterprise Resource Planning (ERP) System.
- Provides leadership to team members and peers by collaborating with others; articulating ideas and viewpoints to management, peers, and others.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for functioning as a project lead worker for a small group. Reviews the work product of others. Provides guidance, advice, and assistance to others on work assignments.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Information Technology, Computer Science, or related field; and three (3) years' experience in analysis, programming, and computer operations, one year of which must be in a technology project lead capacity ; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized policy, analyses, or complex technical systems.
- Expert knowledge of various computer platforms as adopted by the County.
- Knowledge of the object-oriented language and database infrastructure adopted by the County.
- Knowledge of local, wide, and wireless area networking fundamentals.
- Knowledge of current systems and methodologies regarding relational database architecture, structure, and design.
- Knowledge of programming in current commonly used programming languages.
- Ability to plan, schedule, coordinate, and review the work of subordinate technicians.
- Ability to communicate effectively and tactfully with department officials and other administrative personnel.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to initiate and implement administrative procedures and evaluate their effectiveness.
- Ability to plan and prioritize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***