Snohomish County
Business Technology Analyst

SALARY	$40.30 - $48.96 Hourly $6,985.89 - $8,486.04 Monthly $83,830.68 - $101,832.48 Annually	**LOCATION**	Everett, WA
JOB TYPE	Full-Time	**JOB NUMBER**	2023-01196
DEPARTMENT	Superior Court	**DIVISION**	Superior Court Administration
OPENING DATE	06/06/2023	**CLOSING DATE**	6/19/2023 11:59 PM Pacific

Description

As the Business Technology Analyst, you will assist the Departmental Technology Manager in completing projects and leading technology support for the Superior Court. You'll be leading and inspiring your team to provide efficient, effective IT support to the Superior Court.

To thrive in this role, you must have strong project management skills, IT skills, leadership skills, and effective customer service skills.

A college degree in information technology or management would be helpful but is not required if you have other relevant education/experiences. Government agency experience, along with IT support experience for leaders and elected officials is also helpful but not required.

We are proud to offer an outstanding benefit package to employees and their dependents.
You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40-hour work week
- 11 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays

Selection process:
Applicants must electronically submit an application through Snohomish County's NEOGOV site. A resume and cover letter are not required.

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS.

If you have problems with your application, please contact NEOGOV Applicant Support at 855-524-5627.

If you have any questions about this position, please contact Superior Court's Human Resources team at SSC-HumanResources2@co.snohomish.wa.

Anticipated hiring timeline:
1. Application received on or before June 19, 2023
2. Initial application screening by subject matter experts
3. Applicants may be requested to respond to essay questions as part of this process.
3. Zoom interviews with the most qualified applicants on or about the week of June 26, 2023
4. Must pass a criminal background check and professional reference check
5. Anticipated start date in July 2023

BASIC FUNCTION

    To manage the implementation, documentation, workflow and project management for complex technology solutions to ensure the division's technology goals are met. Coordinate as a liaison with other departments, divisions and the Public Works (PW) Technology group on technology matters as required and with the Department of Information Technology (DoIT).

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs key role in planning the annual work programs and projects for the assigned division. Analyzes data, prepares reports and provides results to management. Participates in the development of the division's annual budget and work plan.
2. Designs, develops and implements for quality control, documentation and workflow for operational database and software programs to ensure the division's technology goals are met.
3. Directs the collection and analysis of data; prepares and guides the development of reports for regulatory agencies to meet the requirements of certain mandates pertaining to water quality, routine maintenance, traffic safety, flood control, etc.
4. Coordinates, schedules, assigns and evaluates the project work of subordinate technical and support staff as required related to area of assignment; advises, provides technical guidance, and trains subordinates and division personnel as necessary.
5. Assumes project lead responsibility; identifies requirements, resolves problems and develops, or acquires and implements, systems to meet division technology needs; obtains approval for system acquisition or design in coordination with Public Works Technology and DoIT; prepares contract documents for consultant and vendor services.
6. Acts as a division lead for Asset Management Maintenance System (AMMS). Analyzes, identifies and participates in the selection and implementation of AMMS for the assigned division. Develops AMMS and related project implementation schedules; identifies and manages projects to meet established milestones and deliverables. Analyzes AMMS data for business planning purposes.
7. Reviews project deliverables with management; participates in walkthroughs as required at satellite shops, other offices or field locations to determine and prove oversight and quality of each hardware or software deliverable.
8. May identify labor resource needs, directs the labor resources and controls project budget including accountabilities specified by management, related to area of assignment.
9. Establishes and controls a project documentation plan for all project assignments, including the project definition and requirements, schedule, quality assurance, and testing and implementation plan. Develops technical user and training guides, policies and procedures as needed for applications, provide training for technology users.
10. Analyzes, specifies, designs and directs the implementation of specialized equipment and software programs as may pertain to innovative applications utilizing hand-held units, mobile units, personal computers, or network applications, in the development of field automation and office applications for the division.
11. Acts as a GIS liaison to other divisions and departments. Develops applications, conducts field implementation, and trains division employees in the use of hardware and software applications; provides oversight and quality control of

GIS data for business planning purposes.

1. May be required to perform all the duties of subordinate level classifications.
2. Performs related duties as required.

Minimum Qualifications

A Bachelor's degree in computer science or closely related field; PLUS, three (3) years of experience in resource planning and/or management systems, GIS, databases and/or data processing; or any equivalent combination of education, training and/or experience that meets the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- resource and infrastructure management systems
- resource and budget planning
- principles and practices of inspection, monitoring and maintenance of public infrastructure
- capital improvements, asset life cycle and performance conditional analysis
- principles and procedures of project management
- current computer hardware and software capabilities and implementation strategies
- GIS applications, hardware and software including mobile applications
- AMMS applications, hardware and software
- relational database software systems
- timekeeping and current management systems

Ability to:

- operate computer and related peripheral equipment to schedule, control, model or construct project or project components
- effectively function as a team member and project leader
- train others in the use of computer software and hardware
- independently analyze and solve problems and assist others in problem-solving
- communicate effectively, both verbally and in writing
- establish and maintain effective working relationships with other departments, divisions, vendors, superiors, and associates
- write technical manuals and procedures for various applications and systems
- read, understand and apply technical manuals and procedures
- work under pressure and meet deadlines
- maintain required records and prepare necessary reports

PHYSICAL REQUIREMENT

Physical exertion may be required to lift equipment up to fifty (50) pounds.

SUPERVISION

Employee receives direction and supervision from the assigned supervisor. The work is performed with considerable independence and is reviewed through periodic meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment as well as offsite county locations. Employees may be on-call during off duty hours and may be required to work evenings, weekends and holidays as necessary.

Agency

Snohomish County

Address

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Phone

(425) 388-3411

Website

http://www.snohomishcountywa.gov/2553