SNOHOMISH COUNTY JOB DESCRIPTION

BUSINESS SYSTEMS ANALYST, PROJECT OFFICE

Spec No. 3303

BASIC FUNCTION

   Responsible for the development and implementation of effective Information Technology project management practices in Snohomish County within the Information Services Project Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops and recommends policy regarding enterprise Information Technology (IT) project management practices to management and County leadership.

2. Defines methods and standards for enterprise IT project management.

3. Consults with departmental management on appropriate IT project monitoring and oversight; provides expertise and direction in IT project management for departments.

4. Develops and conducts training and presentations for clients, including management, on IT project management best practices; coordinates and functions as a resource for formal IT project management training.

5. Analyzes and develops, or reviews and guides departments to analyze and develop business requirements, cost/benefit statements, risk analyses, project plans, and budget requests for IT projects, and documentation needed to prepare IT projects for turnover to the Information Services Applications Division for development or RFP preparation.

6. Develops, gathers, analyzes, organizes, synthesizes, maintains, and enhances IT best practice procedures, processes, and examples, including IT project management best practices.

7. Provides mentoring in the use of Microsoft Project or other software used to manage County IT projects.

8. Designs attractive, informative, easy-to-use, and effective forms, web pages, and other documentation that conform to county standards.

9. Reviews work of, schedules work assignments for, and provides technical assistance to assigned subordinates within the Project Office.

10. May be required to perform all the duties of subordinate classifications.

11. Perform related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree, AND four (4) years of experience in business management, implementation of enterprise-level information technology projects, teaching and mentoring, and/or systems analysis and programming. Additional certification in Project Management desirable. Work related experience and education or training may be substituted for each other on a year for year basis. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management;
- change management and conflict resolution;
- principles of instruction and persuasion;
- effective mentoring techniques;
- systems analysis and design;
- systems development life cycle;
- decentralized organizations such as county government;
- Microsoft Office, Microsoft Project, and other project management, web development, and presentation tools;
- design techniques for forms, web pages, and other documentation.

Ability to:

- direct the work of others;
- make decisions;
- work independently as well as facilitate teamwork;
- interpret administrative directives and use initiative and sound judgment in applying same to the work situation;
- exercise good judgment as to when to act independently and when to refer situations to a higher authority;
- independently analyze and solve problems and assist others in problem solving;
- work under pressure to meet deadlines;
- follow up on requests made and assignments delegated to achieve completion;
- communicate effectively, both verbally and in writing, including the use of web pages, graphics, and forms;
- be an active listener;
- relate to and gain the cooperation of people of diverse ages, technical abilities, and authority levels, including County management, and from a variety of cultural, economic, and ethnic backgrounds;
- design communication plans;
- coordinate client feedback process;
- read, understand and apply technical manuals and procedures;

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KNOWLEDGE AND ABILITIES (Continued)

- learn new technologies quickly and adapt to change;

Ability to:

- train others in the use of project-related computer software;
- quickly identify the critical inter-relationships between tasks and projects;
- organize information;
- identify trends and patterns;
- develop repeatable project management processes;
- establish and maintain effective working relationships with client departments, vendors, superiors, associates, and subordinates;
- maintain required records and prepare necessary reports.

SUPERVISION

Employee receives supervision from the Project Office Systems Project Leader or other supervisor as assigned. Assignments are made in terms of broadly defined goals and objectives. Work may be reviewed for fulfillment of program objectives and conformance with departmental policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment. Employees are on-call during off duty hours and are required to work evenings, weekends and holidays as necessary.

Class Established: November 2001
EEO Category: 2 - Professionals
Pay Grade: 724 – Information Services Pay Plan
Workers Comp: 5306 Non-Hazardous