

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 01/27/2025

**Response Deadline:** 02/06/2025\*

\*RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED

<b>Agency:</b> Information Services	<b>Job Title:</b> Systems Analyst 3
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$74,464.00 - \$107,140.80
<b>Work Location:</b> 315 High Street, Hamilton	<b>Hours of Work:</b> M-F, 8:00 – 4:30

**ESSENTIAL FUNCTIONS**

1. Collaborate with county offices and team members in conceptualization and support of enterprise business software systems and database applications; analyze and assess existing applications and procedures; assist in the definition, implementation, and documentation of technology system software; business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal customers; assist in defining technology system project plans including scoping, scheduling, and implementation; research, identify, analyze, and fulfill requirements of all internal and external programs users; provide training and assistance to technical staff; support specialized software products; and lead application analysis, implementation and monitoring of IS quality assurance standards and testing.
2. Support internet and/or intranet websites and applications; recommend policies and procedures regarding applications; contribute as directed in all phases of the software life cycle for a variety of projects. Conduct research on emerging applications and standards in support of procurement and development efforts and in collaboration and under the direction of IS management; and recommend, schedule, and perform software improvements and upgrades. Ensure projects follow established agency application standards.
3. Act as liaison with county technology team leaders to assist in resolving problems with software products or company technology systems, and with the infrastructure and operations unit; write, translate, and code software programs and applications according to specifications and established standards; write programming scripts to enhance functionality and/or performance of company applications as necessary; design, run, and monitor software performance tests on new and existing applications to correct errors, isolate areas for improvement, and general debugging; administer critical analysis of test results and deliver solutions to problem areas; generate statistics and write reports for management and/or team members on the status of the software application process; develop and maintains user manuals and guidelines; train end users to operate new or modified programs; install software products for end users as required; and manage and/or provide guidance to junior team members.

4. Summarize, in writing, information on the technology systems involving database, infrastructure and/or application information in support of the technology. Convey, in writing, recommendations or conclusions to another for decision making purposes in support of the technology business systems.
5. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Demonstrate regular and predictable attendance.
7. Perform other related duties as required.

## **REQUIRED QUALIFICATIONS**

- Completion of high school education or GED plus post-secondary education and/or training in Computer Technology or related field; and
- Three (3) years system analysis or application support experience; or
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

## **SELECTION PROCEDURE** Resumes and Interviews

**COVER LETTER & RESUME** [RESUMES@BCOHIO.GOV](mailto:RESUMES@BCOHIO.GOV) (Indicate job title in subject line.)

## **BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**