

# **RECRUITMENT ANNOUNCEMENT**

## **IT ANALYST OFFICE OF INFORMATION TECHNOLOGY**

**\$50,267-\$79,742 Annually**

**(Depending on Qualifications)**

**APPLICATIONS ARE AVAILABLE ON-LINE AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 8:00 AM-5:00 PM. APPLICATIONS MAY BE RETURNED IN PERSON OR AT [analyst@berkeleywv.org](mailto:analyst@berkeleywv.org). APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, MARCH 8, 2019.**

### **GENERAL DEFINITION OF WORK:**

Responsible for developing, modifying and maintaining broad/complex computer systems. Applies analysis and design techniques to complex computer systems. Position will typically support a broad functional area of program design and various web applications. Provides the technical foundation for a variety of operations and project leadership; coordinating and integrating the work of others.

Works independently with overall project objectives and requirements. Primary constraints are those imposed by the need for compatibility with existing systems and programs. Responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Direction is provided by the Deputy County Administrator or their designee.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

1. Works with IT Director in designing technical systems and architecture. Ability to take direction, accept criticism constructively and to be diplomatic when reviewing work of others.
2. Utilizes interpersonal and communication skills as an IT professional to train, instruct and educate groups and individuals in a team environment.
3. Handles multiple project responsibilities simultaneously, possesses the ability to prioritize work and resolve technical emergencies as they may occur.
4. Helps develop program specifications and documentation standards. Maintains functional operation of assigned production systems.
5. Design, develop, maintain, and interface complex web applications using ASP.NET, C#, VB.Net, Java, MS SQL Server, MySQL, XML, Coldfusion, JavaScript and other scripting/programming languages in the design and implementation of web application projects.
6. Experience with Web Reporting and Advance Web Access using Microsoft SQL Server report builder.
7. Demonstrate the ability to perform complex data queries utilizing SQL or other tools to create reports from multiple data sources.
8. Perform a full range of complex programming tasks using a variety of web and application based programming technologies and languages, keeping current with new programming techniques.
9. Demonstrated advanced experience in analyzing and trouble-shooting complex code designs written by multiple developers, reverse engineering, Identifying Incompatibilities and developing alternatives for improved design and performance.
10. Thorough understanding of relational databases.
11. Performs related tasks as required.

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

General knowledge of web development and/or relational database management including multiple operating systems, compilers, security procedures and disaster recover methodologies; all phases of system analysis techniques, concepts and methods; available system software, hardware and the regulations, structure, techniques and management practices of one or more subject-matter areas.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college with major course work in electronic technology.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to inside and outside environmental conditions, extreme cold, extreme heat, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate valid driver's license.  
Must reside within 30 minutes of Berkeley County Courthouse.  
Must be available for scheduled "on-call" during some weekends and holidays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **ADDITIONAL INFORMATION FOR APPLICANTS**

### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

### **EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination\*and
- a drug test\*.

\*These examinations are administered after offer of employment.

### **PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

### **COMPENSATION:**

Berkeley County employees are paid two times per month. A new employee ordinarily starts work at the entry rate specified in

this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<b>Years of Service</b>	<b>Days Per Month</b>	<b>Days Per Year</b>
0-5 years	1.25 days	15 days
5-10 years	1.50 days	18 days
10-15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**