

Cascade County

Job Vacancy Announcement

Position: Database and Applications Analyst	Closing Date: Open until filled
County Department: Information Services	Dept. Admin.: Tom Yashenko
Type of Position: Full-Time	Salary: \$19.00 – 21.00 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

Oversees and implements highly technical information technology functions including database management and applications support.

Job Requirements

Knowledge & Understanding of: The administration and technical operations of databases and software systems; configuration and maintenance of database and software systems; current and potential County network topologies, protocols (DB2, SQL, Net applications, Public Safety applications, Microsoft Office Suites, various Microsoft Operating servers and PC's); technical support activities; effective reporting, writing, documentation and research for highly complex technical work; principles and practices of project management and work flow analysis; principles and practices of team building, leadership, and conflict resolution methodologies, customer service; safety rules, policies, and procedures.

Skills: This position requires effective communication to include the ability to explain difficult concepts to non-technical people. Strong analytical ability is required; strong organization and self-motivation skills and a proven concern for detail and accuracy.

Ability to: Establish effective working relationships with management, employees, vendors, other county departments, and the general public; perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; meet challenges with resourcefulness through original thinking and creativity; Respond promptly to requests for service and assistance from the public and various office personnel; meets established timelines and/or deadlines; deal with frequent change, delays or unexpected events; excellent time management and organizational skills; operate a variety of office equipment; read and comprehend materials; analyze and compile information; adhere to standards of confidentiality; follow verbal and written instructions; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observes established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements; design, develop, and control the overall operational aspect of a network system in relation to information requirements; analyze and maximize technical and operational performance characteristics based upon specified guidelines; to mentor and enhance the skill level and knowledge of users; communicate well with others both orally and in writing, using both technical and non-technical language; work with various cultural and ethnic groups in an effective manner; be available for call-back and work beyond a normal work day based upon emergencies; meet security approvals by Cascade County Sheriff's Office.

EDUCATION/EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience to a Bachelor's Degree in Computer Science or a related field **and** at least three (3) years experience in computer database administration, information systems development and operation; **or** Associates Degree in Computer Science or closely related field and five (5) years experience; **or** any equivalent combination of education and experience totaling seven (7) years.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.