

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Senior Information Technology Analyst	Reports To:	Information Technology Administrator
Salary Range:	<u>B90</u>	Approved by Board of Directors:	01/24/2024
FLSA Status:	Exempt	Unit:	<u>Unrepresented - Confidential</u>
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i>			

### **Definition**

Under general direction from the Information Technology Administrator, supervises professional and support staff performing information technology related functions; completes the most difficult and complex systems implementation and project management work; and performs related work as required.

### **Distinguishing Characteristics**

**Senior Information Technology Analyst:** The incumbent directs information technology activities within the assigned area(s) of responsibility. Areas of program responsibility may include, but are not limited to, information technology project management, systems analysis, design and implementation, database administration, network administration and system infrastructure support, and computer operations. Assignments are given in general terms and subject to periodic review while in progress and upon completion by the Information Technology Administrator. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

The Senior Information Technology Analyst performs the most complex and specialized information systems work.

### **Supervision Received and Exercised**

Receives general direction from the Information Technology Administrator. May provide direction to persons in the analyst and technician classifications.

### **Essential Duties:**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Supervises the execution of designated Information Technology Master Plan initiatives; acts as team leader and/or technical specialist for large, sensitive, broad based, and complex projects affecting many users, departments, and outside organizations; coordinates the activities of District and contract personnel through all phases of information technology projects; plans, guides, and tracks information for technology projects.
2. Actively collaborates with end users to determine needs, perform complex business analysis, and develop requirements; evaluates alternatives and identifies the most effective strategies to meet requirements, documents business processes; develops technical specifications and

instructions for development of enhancements, modifications, or new applications; creates logical and physical data models.

3. Executes complex technical work in the assigned area of responsibility such as application development, database and system administration, and business intelligence and report development.
4. Plans, prioritizes, assigns, supervises, and reviews the work of assigned staff involved in a variety of information technology activities including desktop support, business systems analysis, software implementation, network infrastructure, and/or database administration; prepares and reviews employee performance evaluations; provides or coordinates staff training; works with employees to address/correct deficiencies; implements disciplinary action(s) as necessary.
5. Participate in new staff interviews; prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
6. Evaluates operations and activities of assigned area(s) of responsibility; recommends improvement and modifications; prepares various reports on operations and activities.
7. Develops and recommends policies and procedures related to assigned operations including system and program documentation standards; prepares procedures and instructional materials related to usage and operations.
8. Oversees monitoring of systems security, system logs regarding possible operational problems, security violations, and system performance issues.
9. Application of basic statistical analysis in development of device test plans necessary in the prioritizing of desktop support issues.
10. Develops and presents training to District staff on relevant technology-related information, new equipment, and program upgrades.
11. Ensures timely resolution of Help Desk trouble tickets; monitors overall quality, efficiency, and timeliness of Help Desk services; develops standards and procedures to manage quantity and complexity of trouble calls; resolves complex and difficult help desk requests.
12. Assists Information Technology Administrator in developing and administering budget; prepares cost estimates for budget recommendations; submits justifications for equipment, supplies, services, and staff; monitors and controls expenditures.
13. Maintains current knowledge of the field including learning new and existing programming languages, vendor software, applications, databases and hardware through formal, informal and on the job training, and self-study.
14. Develops and maintains positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
15. Performs other related work as required.

### **Qualifications**

#### **Knowledge of:**

- Principles and techniques of systems analysis and computer programming.

- The installation, operation, and maintenance of computer software and hardware.
- Budget development techniques and methods of project development and management.
- Methods of effectively managing a large inventory of technology assets and projecting replacement and upgrade needs, rates and resources.
- Appropriate computer programming languages being used to run District applications.
- Database and network administration.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Skills/Ability to:**

- Plan, organize, and direct assigned information technology activities.
- Analyze user requirements and determine how technology can assist them.
- Think logically in abstract symbolic terms and solve systems and procedure problems.
- Analyze data and draw sound conclusions.
- Provide instruction and training to end users and other information technology staff.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four (4) years of journey-level information systems experience, including one (1) year of lead experience OR completion of leadership training.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university in computer science, information systems, network administration or a related field.

**License and Certificate:**

Possession of a valid California driver's license.

Project Manager Professional (PMP) highly desirable

**Working Conditions**

**Environmental Conditions:**

Work is typically performed in a temperature-controlled office environment subject to typical office noise.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

**Vision:** See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.