JOB DESCRIPTION -Sample

Job Title: Systems Analyst

Job description

The Systems Analyst is expected to play a key role in the development, analysis, design, configuration, testing, implementation, installation, documentation and staff training activities of software that includes or supports operating systems, file and application servers, databases and network environments, operation of information and functional systems for the organization. The duties of this position include analysis of all systems involved in the project. Systems analysts are active in the design, testing and implementation phases of the project. They often work in a team, with significant liaison with external or internal clients.

Required Skills & Abilities

- Strong analytical, organizational and problem solving skills
- Superior working knowledge of a variety of hardware and software components, including:
  - A knowledge of Quickbooks, Masterpiece Accounting software;
  - Outlook, Lotus Notes, Groupwise Contact Management systems;
  - Oracle, Microsoft SQL Database software; Visual Basic, JAVA,
  - .NET Development software; Microsoft Project; Management software;
  - Microsoft Excel Spreadsheet software,Microsoft Word Processing software
- Ability to be flexible and work on multiple projects simultaneously.
- Ability to perform under pressure and to comply with deadlines.
- Ability to work independently and with others
- Ability to manage personal workload & prioritize work, & excellent communication & documentation skills.
- Ability to identify and define project and application requirements and issues through client interactions
- Ability to create effective Use Cases with appropriate modeling/diagrams
- Excellent oral and written communication skills, showing thoroughness and attention to detail
- Strong interviewing, requirements gathering and documenting skills
- Ability to define, lead and manage projects with minimal supervision
- Ability to handle multiple projects with rapidly changing priorities and deadlines
- Ability to accept direction from and support multiple managers and clients
- Ability to travel as required by business conditions
- Problem solving skill
- Translating client requirements into highly specified project briefs;
- Identifying options for potential solutions and assessing them for both technical and business suitability;
- Creating logical and innovative solutions to complex problems;
- Drawing up specific proposals for modified or replacement systems;
• Presenting proposals to clients;
• Working closely with programmers and a variety of end users to ensure technical compatibility and user satisfaction;
• Ensuring that budgets are adhered to and deadlines met;
• Drawing up a testing schedule for the complete system;
• Overseeing the implementation of the new system;
• Planning and working flexibly to a deadline;
• Providing training to users of the new system;
• Keeping up to date with technical as well as industry sector developments.
• Knowledge of campus-defined systems, applications, and standards;
• Ability to identify hardware/software interface problems;
• General knowledge of network connectivity, integration, configuration, and protocols;
• Knowledge of client/server, database, and web-based technologies;
• Ability to perform systems and applications needs analysis, prepare requests for proposals, and conduct feasibility studies;
• Ability to research and evaluate the functionality of vendor software to meet user needs, assess vendor proposals, and serve as a technical/vendor liaison;
• Ability to define and set up an effective testing environment and plan.
• Computer programming experience
• General business knowledge
• Character and ethics
• Performs analysis, design and user support to the implementation and maintenance of the Internet System.
• Performs planning and budget management for the system.
• Functions as server administrator in the analysis, design, implementation and user training for the various systems.
• Develops policies and procedures related to the security and use of computing resources collegewide. Participates in planning and testing of the college's disaster recovery plan for computing services.
• Works with all levels of college personnel in the analysis of computing needs.
• Designs computer applications, to include the development of specifications for using mainframe, mini and/or microcomputers using any or all of the tools available at the college that technology of the time has to offer.
• Writes computer programs and applications according to specifications, employing the use of programming languages and/or software packages available at the college.
• Documents these programs to enable departmental staff to continue computer support to the related systems.
• **Education and/or Experience**: Bachelors degree (B. S./ B.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
• **Language Skills**: English language skills sufficient to interact effectively with staff, clients and vendors. **Skills** should include writing for publications, making presentations, and teaching.