

SYSTEMS ANALYST

JOB ANNOUNCEMENT



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 33,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate

about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, Great Wolf Lodge, the Beach Waterpark, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance

and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Systems Analyst

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$53,542 - \$65,081
Classification: Classified
Reports To: IT Manager
FLSA: Exempt
Posted: August 24, 2020
Closes: Open until filled
Department: Administration
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class

The primary duty of the individual in this position is to manage the City Systems for the City of Mason including databases and GIS systems.

Work involves responsibility for planning, scheduling, organizing, and supervising the activities concerned with the city systems, functions, review and recommendation of systems request, as well as a wide range of technical projects or studies on issues affecting the operation of the city's systems.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Identifies and manages a wide range of projects and studies, determines alternatives, and recommends solutions;
- Manages the city's systems composed of the following: The City Website management and update;
- Manage and provide Geographic Information System (GIS) services and its development for the City;
- CAD software system, Creating/updating Publications using Adobe Creative Cloud, or using Illustrator Photoshop InDesign Bridge Acrobat Pro;
- Develops, plans and supervises implementation of system designs related to internal and external communications systems;
- Conducts periodic meetings with employees to share information, get ideas and feedback, plan for future projects, needs of the department and build a team environment;
- Manage the City's Intranet to allow space for all City employees to access needed HR forms, phone directory, and city-wide material etc.;
- Develop and maintain City Knowledge base, as well as manage the Document Management Systems for the City;
- Represents the department in meetings with private and public organizations in order to present information, protect, and lobby for the interests of the organization;
- Assists in preparation of budgets and recommendations for budget purposes;
- Completes performance appraisal as assigned;

- Initiates and reviews contracts, purchase orders, permits, and related documents as instructed;
- Attends seminars, workshops, training sessions, staff meetings, to remain knowledgeable and current of proper procedures and methods of operation;
- Coordinates capital improvement projects as directed;
- Performs other duties as may be assigned.

Skills, Knowledge, and Abilities: The following is preferred

- Considerable knowledge of database principles, network security, project planning, and best practice procedures;
- Considerable knowledge of business administration and general management principles and practices;
- Considerable knowledge of the basic laws, principles, and regulations underlying the municipal corporation as it relates to the software licenses used by the City;
- Thorough knowledge of the materials, methods, and practices used in the construction, maintenance, and repair of computers, systems and equipment;
- Ability to communicate clearly and effectively, orally and in writing, with co-workers, business associates, and others;
- Develops and maintains good public relations with all department heads, vendors, suppliers and other professionals;
- Ability to plan, coordinate and direct special projects and studies;
- Ability to analyze complex engineering and operating issues and problems;
- Knowledge of personal computers, including computer hardware, operating systems, software packages, printers and networking;
- Ability to stay current on new and evolving technology;
- Ability to troubleshoot and diagnose network server-related problems;
- Ability to communicate technical information to non-technical employees;
- Strong internal customer service orientation

Training/Education Qualification:

- BS in Systems Analysis
- Current Network+ Certification
- Experience in customer service
- Troubleshooting (both hardware and software).
- Familiarity with ASP, VBScript, JAVA, Cisco networking devices, VMWare, CallManagers, Entre, Milestone, Progress, SQL, and Microsoft software.

Physical Requirements:

- Able to sit for long periods of time working on intricate keyboarding;
- Ability to move about occasionally;
- Ability to enter data into a computer, retrieve and manipulate data; operate a calculator and other similar office equipment;
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable

Candidate Qualifications Profile (Continued)

- accommodation;
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation; and
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Ability to communicate professionally in person, in writing, and other mediums.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of \$200 per dependent available for less than \$4 per month.
- Dental coverage of \$750 per dependent available for less than \$6 per month.
- Paid holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. (Carry-over is allowed up to three times current earned hours.)
- Life insurance policy of \$50,000 during employment (city pays

- premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Introductory period of six months, merit increase upon successful completion of the introductory period.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- 1.12% earnings tax withheld.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all of the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

Please Apply Online

www.imaginemason.org

