



City of Peoria HUMAN RESOURCES

Title: Sr. Application Systems Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Application Systems Supervisor.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - TOC-D Certification within six (6) months of hire.
 - Valid driver's license.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to implement, upgrade and maintain complex application systems, application interfaces, websites and peripheral equipment; research, analyze and debug applications systems, application interfaces, websites and peripheral equipment; serve as project coordinator on upgrades and small dollar projects; and serve as technical lead on implementations and upgrades.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Implement, upgrade and maintain application systems and peripheral equipment by installing, configuring application and drivers; replacing equipment parts; coordinating with staff, project team and vendors; participating in software selection teams and advising staff on requests; assisting staff with research on new technology and applications; ensuring systems meet and maintain security requirements; monitoring system health and scheduled batch processes; configuring test environments and assisting staff in drafting a test plan; testing; supporting remote users and external customers; upgrading server applications and deploying client applications; ensuring application modules and client licensing is sufficient; documenting application system installation, interfaces, upgrade process, disaster recovery process, licensing, on-call procedures, and testing instructions for public facing interfaces.
2	Implement, upgrade and maintain application system interfaces with 3 rd party vendor applications and hosted websites/databases, internal GIS applications, email system, and internal websites/databases by gathering vendor and staff requirements; gaining necessary security, IT or other departmental approvals; designing data export/import scripts; coordinating with vendors and city staff; configuring application, schedule tasks; designing web pages; documenting interface configuration and any scripts created; testing
3	Research, analyze and debug by reviewing vendor documentation and knowledge bases; participating in user groups and forums; analyzing user requirements for application, reports, data and potential design flaws; and mapping data to new systems.
4	Technical lead and project coordinator for implementations and upgrades utilizing IT standards, regulatory requirements and established project methodology.
5	technical lead for application analysts' Altiris application deployment job creation.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Sedentary	X	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, iPad, printers, scanners, copy / fax machine, and related software, telephone, calculator, overhead projector, hand tools (screwdriver, pliers, etc.).

PROTECTIVE EQUIPMENT REQUIRED:

None required.