****

**Office of Technology and Information Services**

**Vacancy Announcements**

**Requisition ID:** 37010788-51164838-20110523090013

**Agency:** DEP - Environmental Protection

**Working Title:** SYSTEMS PROJECT ANALYST

**Broadband Class Level:** COMPUTER SYSTEMS ANALYST

**Position Number:** 37010788

**Pay Grade/Pay Band:** BB008

**Job Classification:** Select Exempt

**Broadband/Class Code:** 15-1051-03

**Closing Date:** June 7, 2011

**Location:** TALLAHASSEE

**County:** Leon County

**Annual Salary:** $40,948.20

**Announcement Type:** Open Competitive

Contact: Joe.North@dep.state.fl.us

Please apply through People First <https://peoplefirst.myflorida.com/logon.htm>

**OCCUPATION PROFILE**

**JOB FAMILY: COMPUTER AND MATHEMATICAL**

**OCCUPATIONAL GROUP: COMPUTER**

**OCCUPATION: COMPUTER SYSTEMS ANALYSTS 15-1051**

**DESCRIPTION**

**Systems Project Analyst – Select Exempt**

This position is located in the Geographic Information System (GIS) Section of the Office of Technology and Information Services.  The Systems Project Analyst will provide technical expertise toward maintaining enterprise services, applications and data in both lead and backup support roles, supervises two GIS staff and serves as the department’s GIS help desk lead contact.  Primary duties include:

* GIS user support lead role – Provide user support for ArcGIS Desktop products and Map Direct interactive web mapping application, write and maintain effective user documentation
* ArcGIS server lead role – Install, setup and troubleshoot ArcGIS server application and services, monitor and recover failed servers and services
* GIS Section Web lead – Maintain HTML code for GIS section webs
* ESRI license manager backup role– Monitor and recover failed ESRI license manager application in a back-up capacity
* ArcSDE management backup role– Monitor and recover ArcSDE in a back-up role capacity
* ArcGIS Image Server Extension backup role – Monitor and recover Image Server and services in a back up capacity
* Supervise GIS systems support staff - Identify, assign tasks, communicate and coordinate with supervised staff. Recruit for vacant positions when necessary, evaluate, monitor and provide feedback to staff regarding performance, Ensure staff has access to appropriate tools and training, Provide assistance and training in the development of program staff.
* Perform job related assignments and projects on an as needed basis

The successful applicant should have:

* At least two years of experience with Environmental Systems Research Institutes (ESRI) ArcGIS desktop software (ArcINFO, ArcView)
* A working knowledge of ArcSDE, Unix/Linux Operating System and shell scripting, SQL, ODBC, Windows 2003/2008 Server Operating Systems, ArcGIS Server Manager, ArcGIS Image Server, ArcSDE, Microsoft IIS, Apache Tomcat servlet container and web server, Microsoft Web Expression software.

 KNOWLEDGE, SKILLS AND ABILITIES:

Employee is expected to identify and meet the needs of customers in order to provide excellent customer service. Employee should be helpful, cooperative, polite, respectful and concerned at all times in the interactions with customers when representing the Department or the State. This position serves as a customer service representative on behalf of this office when interacting with customers through all communication media, as well as when responding to incident/request service desk services.

Adhere to the DEP GIS services methodology, standards, policies and procedures, as well as those technical standards and policies relevant to assigned projects, make recommendations to improve processes and policies, demonstrate strong relationship and interpersonal skills in working with technical staff, program staff and software and service provider community

Provide assistance and fully support the efforts of the agency’s Information Technology Strategic Plan. Demonstrate strong relationship and interpersonal skills in working with program staff and vendor community. Maintain a working knowledge of established policies, procedures, and directives necessary to accomplish assignments and responsibilities. Maintain a central filing system supporting assigned functions, duties and responsibilities using effective organizational and filing methods which provide opportunity for knowledge transfer. Maintain proficiency in the use of office equipment, software applications, technical writing and a working knowledge of established policies, procedures, and directives necessary to accomplish daily assignments and responsibilities.

**The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287).  Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.**