

Applications Analyst - City of Kirkland (Job # 17-0121)

Minimum Salary: **\$35.56 per hour**
Maximum Salary: **\$41.84 per hour**

Employment Type:

Part Time Department:

Information Technology

Open until filled.. Applications first reviewed on: Wednesday, October 25, 2017

(Open to current employees and the general public.)



Summary

The Applications Analyst is responsible for providing technical, implementation and system administration support for City software applications. This includes reporting, data analysis, client support, problem analysis and troubleshooting, and other related tasks. Duties also include working closely with business units to improve and implement business processes and project management. The Applications Analyst will work closely with other City IT staff and with people using automated systems at the City of Kirkland. The Applications Analyst assists Sr. Applications Analysts, and may act as backup for Sr. Applications Analysts as necessary. Special project or program roles may be assigned as needed.

This is a temporary, part-time (.75 FTE with the potential to work up to a 1.0 FTE) position with an anticipated end date of December 31, 2018.

Hours of Work

8:00 a.m. to 5:00 p.m., Monday – Friday. Approximately 30 hours per week.

Minimum Qualifications

Bachelor's degree in Computer Science, Business, Public Safety, or a closely related field; at least two years experience supporting cross-departmental application and associated database systems experience with networking and PC support highly desired; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.

Preferred Qualifications

Project Management skills and knowledge of permitting systems and processes preferred.

Working Conditions & Physical Activities

Incumbent is typically required to reach, stand, walk, finger, talk, hear and perform activities requiring repetitive motions. Work is typically light work: Exerting up to

50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Union Affiliation

As a condition of employment, must become a member of the **American Federation of State, County, and Municipal Employees Union (AFSCME)** within 30 days of employment or meet alternate regulations as set forth in the Agreement between the Union and the City.

Selection Process

Applicants who are invited to participate in the interview process will be notified by **phone** or **email**.

Due to the level of security access for this position, incumbents will be required to pass any background check required by State or Federal law.

Attachments

Location

City Hall
123 5th Ave
Kirkland, WA 98033

The City of Kirkland is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law. Persons with a disability who need assistance in the application or testing process or those needing this announcement in an alternative format may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and authorization of employment in the United States.

Questions and/or technical issues regarding the on-line application process should be directed to the City of Kirkland Human Resources Department at 425-587-3210.