



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### INFORMATION SYSTEMS ANALYST – BUSINESS PROCESS

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult paraprofessional and technical work resolving user problems, performing database support functions, and does related work as required. Work is performed under general supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, work requires stooping, kneeling, crouching, reaching, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Maintaining business processes for the assessment and taxation of real and personal property; performing thorough analysis, defining system requirements, proposing potential solutions and coordinating the implementation or modification of the Tyler Technologies Munis software system.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Implements modules in the Munis financial system;

Coordinates tax reconciliations between the tax module and the general ledger;

Acts as liaison between Constitutional Officers and all other government staff;

Works closely with the Treasurer, Commissioner of the Revenue, Real Estate Assessor, Finance and Human Resources;

Communicates with staff by making presentations, hosting claritive meetings and training sessions, prepares reports and provides written, oral and multi-media communication;

Develops, recommends, implements enforces and seeks ways to improve the County's business processes, policies, procedures, definitions, and standards to enhance delivery and service;

Assists in determining goals and objectives with individual departments, suggests project prioritization and classification of strategic, tactical, maintenance, and other projects;

Identifies and researches external sources of hardware, software and resources when necessary for projects;

Assists users with creating and writing reports using report writing software;

Maintains user accounts for Munis applications used by the County;

Assists in planning and coordinating the implementation of new computer systems or enhancements to existing computer systems;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a vald Virginia Driver's License;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of software procedures and techniques; knowledge of SQL and Access database software; ability to create and maintain desktop database applications and server based databases; ability to understand and carry out written and oral instructions; ability to analyze software programs and program adjustments; ability to establish and maintain effective working relationships with associates and vendors.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university. Extensive experience in the application of database software. Thorough understanding of all facets of local government.