



# Los Alamos County Recruitment Announcement

**JOB TITLE:** Application Analyst/Developer or Senior Application Analyst/Developer (GIS)  
**JOB TYPE:** Regular  
**DEPARTMENT/DIVISION:** Administrative Services/Information Management  
**SALARY:** AA/D range is \$56,523 to \$87,484 annually  
Senior AA/D range is \$65,432 to \$101,274 annually

**OPENING DATE:** 07/22/14  
**CLOSING DATE:** 08/19/14 at 5:00 p.m.  
**ANNOUNCEMENT NUMBER:** 15-02

## Notice to All Applicants

The Los Alamos County Human Resources Division requires that you complete an application with an original signature for each position for which you apply. The Human Resources Division will not accept your application if it is not complete and will not accept a resume in lieu of an application. The information from your resume will not be used to determine if the minimum qualifications are met. All qualifying information must appear on the application.

The hiring salary is based upon relevant education and experience at or beyond the minimum qualifications.

### Minimum Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, or related field, or equivalent combination of education and related work experience.
- Three years' experience in system analysis, system implementation, troubleshooting and customer support.
- Two years of experience of support in area of specialization across all years of job related experience.
- Experience with supporting applications that utilize an enterprise database platform that utilizes SQL scripting.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class "D" driver's license.
- Successful completion of thorough background investigation, including FBI fingerprint check. Must not have been convicted of a felony.
- Successful completion of the pre-employment physical exam prior to commencing work.

### Additional Qualifications for Senior IT Application Analyst/Developer:

- Additional three years of experience in enterprise technology support in area of expertise.
- One-year project lead experience.
- Must obtain Project Management Professional (PMP) Certification within one year of employment.
- Certification or certified completion of coursework in current SQL Server administration or current Oracle Database Level 1.
- Certification or certified completion of coursework in programming within area of expertise.

### Preferred Qualifications:

- Experience with specific application(s) that position will support.
- Oracle Certified Professional.
- Two years' experience in urban planning or development review oversight.
- Geographic Information Systems Professional Certification.
- Project Management Profession Certification

**Position Summary:**

Under general supervision of the Chief Information Officer, provides integrated, advanced technical, development and user support to divisions. Researches, analyzes, and defines complex user problems and requirements, independently develops comprehensive application specifications, and develops and maintains solutions and associated procedures. Provides a wide range of technical support, problem resolution, application development and educational services to users on both hardware and software issues. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.*

**Knowledge, Skills, and Abilities:**

- Knowledge of current technological developments/trends.
- Knowledge of state-of-the-art technology, equipment, and/or systems.
- Knowledge of federal copyright laws as they pertain to the use of computer software.
- Knowledge of computer security procedures and protocol.
- Knowledge of structured systems analysis, various programming languages and tools, as related to area of emphasis, reporting analysis and design, and software implementation.
- Knowledge of standard Microsoft desktop applications.
- Knowledge of enterprise database server.
- Knowledge of APIs.
- Knowledge of server operating systems.
- Skill in managing projects, in planning and adhering to schedules, and in working as an individual contributor and a team member.
- Skill in reading, understanding, evaluating and applying vendor software documentation and in installing and maintaining software in both a desktop and a networked environment.
- Skill in the testing and debugging of software problems.
- Skill in technical writing and documentation.
- Ability to maintain all backup systems.
- Ability to act in an independent and conscientious manner using sound judgment and memory.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate effectively, both orally and in writing.
- Ability to communicate technical information to non-technical personnel.

**Essential Duties and Responsibilities:**

- Analyzes current and proposed division/client business needs, hardware and software systems, current processes and challenges; develops and maintains complex systems for the various constituencies.
- Ensures support is provided to customers in a professional, courteous, and timely manner.
- Subject matter expert for specific enterprise applications utilized within the county.
- Analyzes and solves problems related to complex computer applications; provides a wide range of in-depth technical assistance and guidance to end users.
- Develops structured programs to support county functions, using applicable tools.
- Answers, prioritizes, schedules, and completes requests from users for support; documents all requests, resolutions and application modifications on a daily basis.
- Performs application maintenance duties, purge files as required to keep application at peak performance.
- Uses established fact-finding procedures, knowledge of pertinent work processes and procedures, and familiarity with related programming practices, system software, and computer equipment to provide required analysis of business and/or technology related problems.
- Implements, configures, upgrades and supports new fix releases, upgrades software.
- Provides individual and/or group instruction and training in area of expertise.
- Under the direction of an IT Project Manager or IT Program Manager serves as project lead for division's technology projects. Responsible for coordinating technology projects of varying complexity, on time and within budget.
- Reviews, evaluates, and recommends solutions for hardware and software acquisitions.
- Acts as liaison with clients and vendors for purchased systems, providing analysis, support, and recommendations for enhancements.

- Reviews program modifications with clients and IT staff to determine fit within the organization.
- Ensures documentation and adequate testing mechanisms in place for implementations and upgrades.
- Tests mobility functionality for applications and trains technical staff on installation and maintenance of mobility equipment.
- Analyzes enterprise technology in area of expertise to determine effectiveness and in keeping with continuous process improvement principles, makes written recommendations for improvements.
- Develop and implement APIs and SQL solutions.
- Designs report formats, flow charts, and other documentation.
- Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems; participates in professional development activities.
- Conducts maintenance of environment including disaster recovery.
- Serves on various policy and operating committees and provides technical coordination and leadership across the organization.
- Creates and maintains interfaces with other county software and vendors.
- Implements computerized data compilation and conversion techniques, database management systems, and graphic applications and software including GPS, ESRI ACRGIS, and Auto-CAD programs.
- Designs and carries out GIS procedures, both simple and complex; performs data creation, analysis, project reporting, data conversion, data transfer, and graphic production.
- Compiles and integrates cartographic data from a wide variety of sources for inclusion in map manuscripts and applications; creates and edits geospatial data, using GPS and digitizing techniques; creates and edits maps, integrating a range of data formats, and using state-of-the-art technology.
- Maintains the digital parcel and GIS databases in the form of geospatially referenced maps, navigation coordinates, and 3D modeling.
- Processes collected field data to produce new GIS data layers; edits existing data layers.
- Creates data using surveying notes, aerial photography, plats of subdivisions, satellite data, GPS data, tabular data and various maps.
- Ensures strict confidentiality of all information and records.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Additional Essential Duties and Responsibilities for Senior IT Application Analyst/Developer:**

- Responsible for managing technology projects of varying complexity, on time and within budget.
- Provide leadership on design and implementation of new technologies.
- Provide training and guidance to other employees engaged in similar activities.
- Creates templates and coordinates, integrates and manages subject matter within area of expertise.
- High-level systems architecture knowledge specific to applications within area of expertise.
- Exhibits high-level decision making in conformance with strategic plan and goals.
- Provide input on operational goals.
- Mentors junior staff with the goal of advancing their skills.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit and stand; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 35 pounds.

**Work Environment:**

Work is performed in an office setting with moderate to high noise level from data processing equipment. Employee occasionally works under stressful conditions and for extended periods of time. Travel, attendance at various meetings, and work outside of the normal business hours may be required. Employee must be available for planned and emergency maintenance. Employee is required to provide customer support 7x24x365 for enterprise environments that will include providing consultative and proactive support.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;

- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**How to Apply:**

*County application is required.* Apply at the Human Resources Division, County of Los Alamos, 1000 Central Avenue, Suite 230, Los Alamos, NM 87544. Applications are available in our office, at [www.losalamosnm.us](http://www.losalamosnm.us) or by calling (505)662-8040. All vacant positions are listed on the above website and on our Job Line at (505)662-8039.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, notify the Human Resources Division at (505)662-8040 at the time of application. Some documents can be provided in accessible formats. Contact Human Resources at the above number if an accessible format is needed.

Applications become a public record upon receipt and may be made available for public inspection.

**Selection Procedure:**

The Incorporated County of Los Alamos does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability, genetic information, or veteran status in employment or the provisions of service.

**LOS ALAMOS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**