

## ANALYST-INFORMATION TECHNOLOGY

### DEFINITION:

Under the supervision of the Chief Technology Officer, provide s difficult and complex analytical work in a variety of in formation technology (IT) functions

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Provide support for professional technical staff.
- Prepare clear, concise reports and effective presentations.
- Understand and apply complex policies and written instructions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: two years of college -level course work in information technology or a related field and four years of recent, progressively responsible experience in supporting a large enterprise or department.

**PHYSICAL DEMANDS:**

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view computer monitor and read a variety of materials.
- Sitting, standing and walking for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 25 pounds.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

**WORK ENVIRONMENT:**

Office environment. 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. Noise level in the work environment is usually moderate.

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