

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Systems Analyst

DEPARTMENT: Tulalip Data Services

PAY RANGE: \$33.86-50.79

JOB DESCRIPTION: Under the direction of the IT Project Manager, the Systems Analyst is responsible providing technical analysis, business process analysis and requirement gathering for technology related business, financial, and information technology systems critical to organizational functions. The Systems Analyst is also responsible for proactively generating and compiling reports based on findings, complete with recommended improvements to systems and operational procedures. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of IT system investments and to assist in implementing new technology solutions.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5017.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: IT Project Manager Lead

EMPLOYEE SUPERVISES: None

EDUCATION:

- Bachelor's Degree in Computer Science, Information Technology, Computer Information Systems, or a related field (a copy of degree or transcript with application). Relevant experience may substitute for the degree requirement.

SKILLS AND ABILITIES:

- Perform analysis of computer systems, databases, and software systems.
- Convert project objects to requirement specifications.
- Evaluating and designing new systems and applying them to new or existing business processes.
- Creating and writing system user documentation.
- Provide administrative support in developing and implementing technology project specifications, plans, schedules, timelines, and strategies.
- Serve as a liaison and coordinate communications, information, and projects in support of computer system, websites, database, and software application development.

- Confer with employees and administrators to determine technology needs, system and application requirements, project feasibility, operational problems, and desired output.

KNOWLEDGE OF:

- Standards, practices, processes, and procedures related to computer system, database, and software application, and website development.
- Project Management principles including planning, organizing, leading, and evaluating
- Software development lifecycles (SDLCs) and their utilization in software development projects.
- Importing data for use in report software, spreadsheets, graphs, and flowcharts.
- Customer service standards, practices, techniques, and procedures.
- Microsoft™ Office, Microsoft™ Project, and Microsoft™ Visio

EXPERIENCE:

- Minimum of three (3) years of experience providing technical analysis for IT/software related projects.
- Minimum of three (3) years of experience writing technical documentation, project progress reports, and creating end-user system (software) documentation.
- Minimum of three (3) years of experience working with project management methodologies inside information technology projects.

OTHER REQUIREMENTS:

- Must be willing to attend progressive job-related training as requested
- Must be able to work evenings, weekends, and/or holidays as needed or requested
- Must be authorized to permanently work in the United States without sponsorship
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- Stamina to sit, stand, and/or walk for prolonged periods of time.
- Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- Mobility to bend, stoop, and/or climb stairs on an occasional basis.

SPECIFIC JOB PERFORMED:

- Serve as a liaison and coordinate communications, information and projects in support of computer system, database, website and software application development; confer with employees and administrators to determine technology needs, system and application requirements, project feasibility, operational problems and desired output; provide various administrative and project support services; assist in building a bridge between Tulalip Tribes culture and information technology.

- Receive and respond to staff and administrative input concerning technology needs related to system, database websites, and software applications; provide input concerning the development and modification of computer systems and databases to meet data collection, processing and reporting needs; evaluate and respond to user needs concerning computerized record-keeping, reporting, forms and documents.
- Monitor, evaluate and coordinate the development of systems, databases, websites and applications in response to information technology needs related to office, administrative and data processing processes and procedures; analyze requests for system, database, website and application additions, solutions and revisions; assist in assuring technology projects align with staff and administrative needs and requests.
- Provide administrative support in developing and implementing technology project specifications, plans, schedules, time lines and strategies; estimate time, personnel and resource requirements for technology projects related to system, database, websites and software application development; confer with employees and administrators to coordinate project time lines and priorities.
- Monitor and follow up on technology systems needs and requests to assure staff and administrative needs are being met; coordinate communications and information between technology users and technology personnel to assure system development and modification projects are aligned with office, administrative and data processing needs, issues and requests.
- Communicate with personnel, administrators, outside agencies and others to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a copier, printer, computer and assigned software.
- Maintain various records related to computer systems, needs, requests, projects and assigned activities.
- Attend and participate in various meetings as assigned.
- Performs other duties as deemed necessary or requested.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.