

BUSINESS ANALYST

JOB DESCRIPTION

This position reviews, analyzes and evaluates business systems and user needs. Duties will include automating and simplifying tasks, processes, and workflows by designing, building, and maintaining internal and vendor software applications, reports, and database and system interfaces.

ESSENTIAL DUTIES

- Solve problems; automate and improve business processes; and maintain applications and reports
- Assist with the production of the tax rolls and help ensure all statutory and Department of Revenue requirements are met
- Aid in the implementation of new legislation that directly affects Property Appraiser forms, reports, computations, and database and software systems.
- Perform high level administrative support for the Computer Assisted Mass Appraisal (CAMA) system
- Create and maintain application, process, and procedural documentation
- Provide end user application support and troubleshoot issues
- Analyze data and communicate results to end users
- Perform complex data queries and batch updates that users are unable to perform themselves
- Suggest tools, technologies, and best practices to improve efficiency
- Ensure all sensitive and confidential information is handled appropriately
- Manage website content

JOB REQUIREMENTS

Required Education and Experience:

- Bachelor's Degree in Computer Science, Information Technology, or a related field.
- Minimum of three (3) years of Information Technology experience.

Competencies and Aptitudes:

1. Skill in using a personal computer with standard office software and learning new software applications
2. Proficient in SQL. Oracle SQL and PL/SQL preferred.
3. Skills in project management
4. Must be extremely organized with strong time-management skills
5. Ability to communicate effectively, orally and written
6. Ability to establish and maintain effective working relationships
7. Ability to analyze information and develop effective solutions
8. Strong analytical and/or research aptitude

JOB CLASSIFICATION AND WORK HOURS

This is a full-time position with regular classification. Expected work hours are Monday through Friday, 8:00 am to 5:00 pm.

POSITION TYPE

This position is Exempt.

DIRECT REPORT

This position reports directly to the Director of Information Technology.

HOW TO APPLY

To apply, click the link below:

<https://leonpa.bamboohr.com/jobs/>