

# Now accepting applications for ENERGOV PROJECT MANAGER

*This is a Limited Term position formally classified as IT Analyst I/II/Senior*

The City of Fairfield's IT Department is recruiting for the vital position of IT Analyst I/II/Senior to manage the implementation of Tyler Technologies' Enterprise Permitting & Licensing Software powered by EnerGov.



## ■ The Ideal Candidate

The Ideal candidate is a dynamic IT professional who will not only serve as a technical subject matter expert, but also an excellent communicator/collaborator. The incumbent will manage the City's transition from the current land/building permit system (TRAKit), to a new permitting system provided by Tyler Technologies' EnerGov.

The candidate will work on-site and will be responsible for project planning and scheduling which will include: kickoff, build, training, and go-live. During each phase of the roll out, the candidate will provide regular updates to the IT Director and Manager, including task completion and pertinent issue escalations. The ideal candidate must also be detail-oriented as they will create a project write-up which will include all documentation and lessons learned.



Click [here](#) to learn more about the department

## ■ Minimum Qualifications

### Education:

- A Bachelor's degree from an accredited college or university with major coursework in computer science, information technology, or a closely related field.

### Experience:

- Additional relevant technical experience that demonstrates the ability to perform analytical duties in assigned technology area may substitute for the required education on a year for year basis. Possession of one or more approved industry certificates and/or completion of other approved technology-related training may substitute for some or all of the required education.

#### ⇒ **Information Technology Analyst I**

One year of experience with applications and operations of computers is required.

#### ⇒ **Information Technology Analyst II**

Two years of professional level information technology experience comparable to Information Technology Analyst I with the City of Fairfield are required.

#### ⇒ **Information Technology Analyst Senior**

Two years journey-level professional information technology experience comparable to Information Technology Analyst II with the City of Fairfield are required.

### Other Requirements:

- Successful completion of a thorough background investigation prior to employment.
- Possession a valid driver's license as required by the position.

## ■ Description of Duties

### **Information Technology Analyst I/II**

Performs professional duties related to the analysis, development, maintenance, and administration of computer hardware and software systems to meet business needs. Incumbents may perform any of the following functions: analyzes, designs, monitors and administers servers and related platforms; designs, maintains, configures and monitors network and/or telecommunications infrastructures and related system components; consults with departmental customers to identify and analyze business functions that can be improved by the implementation of new hardware and/or software solutions; translates business requirements into system deployments, including the development of design specifications; performs professional-level systems maintenance and customer support duties; and performs other related duties as assigned.

### **Senior Information Technology Analyst**

Under direction, the Senior Information Technology Analyst supervises professional and technical staff involved with systems analysis, systems programming/systems administration, programming, video production, content editing, customer support and/or computer operations work; performs advanced, specialized work of a professional nature, utilizing skills that require technical expertise and an understanding of complex analytical procedures and systems processes with a significant amount of independent authority and judgment. Prepares information technology studies and reports; assists in development and implementation of goals and policies; supervises and assists in preparation of budgets and equipment acquisition programs.

Incumbents may manage large, complex projects and lead project teams or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation; and performs other related duties as assigned.



## ■ Knowledge & Abilities

The following knowledge & abilities apply to the IT Analyst I/II and Senior level.



### Knowledge of:

- Principles and practices of effective team building, team leadership, and conflict resolution.
- Integrated software packages designed for, and used by municipalities.
- Advanced principles and practices of computer hardware and software system analysis, design, testing, implementation, and controls.
- Principles and practices of IP Network, Telephony, and Audio Video system design techniques.
- A variety of software tools and languages, such as COBOL, FoxPro, Visual Basic, IQ Objects, SQL, RDBMS, OODBMS, Block-chain, and others as needed.
- Enterprise Level Information Technology Infrastructures.
- Existing and emerging municipal data processing applications.
- Principles and practices of customer service.
- Methods and techniques of developing and presenting technical documentation and training materials.
- Principles and practices of record keeping.
- Principles and practices of business operations analysis.

### Ability to:

- Work closely with vendor staff and end users to purchase, implement, and maintain application systems including; producing detailed design and work specifications for Requests for Proposals (RFPs), Request for Quotes (RFQs), and Statement of Work (SOW) documents.
- Communicate effectively in-person and over the phone.
- Identify and conceptualize information needs, work flow sequences, and data requirements.
- Research and gather complex information from a variety of City, vendor, and industry sources.
- Maintain composure and sense of humor in the face of system failure, heavy workload, constant interruptions, and difficult customers.
- Communicate clearly and easily with users and vendors of varying levels of technical expertise.
- Analyze, diagnose, and resolve complex problems, and oversee all aspects of a complex system.



## ■ Compensation

### Salary Range of Information Technology Analyst I, II, Senior

**\$41.73 - \$64.92 (Hourly)**

**\$3,338.00 - \$5,193.84 (Bi-weekly)**

**\$7,232.33 - \$11,253.32 (Monthly)**

**\$86,788.00 - \$135,039.84 (Annually)**

*Placement within this range is dependent upon the qualifications and experience of the selected candidate.*

## ■ Benefits and General Information

This is a two-year limited term position offering full-time hours and benefits. To access the Benefit Summary Sheet for the Fairfield General Management Association (FGMA), click [here](#).

## ■ The Selection Process

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination thereof.

### How to Apply:

Candidates must submit an application online via NeoGov/Governmentjobs.com. The recruitment is open until filled and may close without notice once a sufficient number of qualified applications are received. The deadline for the first review of application is **FRIDAY, JANUARY 27, 2023 at 5:00PM**. If you have any difficulties submitting your application, please call NeoGov's Applicant Support Line at (855) 524-5627.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least one week prior to the application deadline or examination date.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.



Click [here](#) to view the IT Analyst I/II job description