IT Analyst: IT Analyst III

Operates in one or more of the following: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields.

Knowledge
Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices

Problem Solving
Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude
Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact
Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison
Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

Work Products
Ensures that system updates are fully tested and operable. Communicates and documents changes to all staff and ensures that updates are reflected in the IT procedures and policies. Maintains assigned software inventory report. Orders software, audio/video and computer peripherals. Assists in the preparation of technical systems documentation and user manuals.

Minimum Education and Experience
6+ years directly related experience with Bachelor's Degree in Information Technology, Business Administration or related field. Advanced MS Word, PowerPoint and Excel Skills.