

**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

**Information Technology Analyst
(Unclassified)**

Salary: \$54,968.82

Hourly: \$30.20

Pay Range: 10

Department: Information Technology
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Reports to: Chief Information Officer,
Information Technology Department

REQUIREMENTS: Completion of a Bachelor's Degree in Information Systems, Computer Science or a related area and a minimum of 2 years' experience in related area including software development, knowledge of databases and web development; or an equivalent combination of education, training and experience. Valid Driver's License and automobile insurance coverage. Ability to operate, comprehend and create routine statistics such as percentage changes, graphs and computing trends, as well as performing routine mathematical operations such as multiplication, division, decimals and percentages. a variety of automated office machines including computers and peripheral equipment as well as servers;

RESPONSIBILITIES: Utilizes Microsoft Windows to develop software and web-based applications for the agency and individual departments. Analyzes project feasibility, researches solution, documents findings and requirements. Designs User Interfaces and creates reports. Conducts business analysis activities including meeting with departments to determine project objectives and requirements, researching project topic, providing project completion estimates, creating sample designs, and interfacing between users and the developers to discuss system specifications. Updates and maintains Board of Elections website including modifying content and uploading new pages upon request from all departments. Performs database management activities including confirming project requirements and business processes, identifying database characteristics (e.g., location, amount of space and access method) and conferring with others on project teams. Provides tech support of software and hardware needs for all departments as well as a variety of miscellaneous administrative duties including system set-ups. Duties include setting up system for election requirements; installing, testing and confirming software before the election; retrieving records after elections; installing software; and helping with system support. Performs all other duties assigned, delegated, or required of the Information Technology Analyst, including those prescribed by law.

APPLICATION PROCEDURE: Applications and resumes must be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

POSITION OPEN UNTIL FILLED

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-3200. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace Visit our website: www.443VOTE.com