

**EAST BAY REGIONAL PARK DISTRICT**  
**SYSTEMS ANALYST**

**GENERAL FUNCTION:**

Under general supervision of the Information Services Manager, performs a variety of analytical and technical work in support of departmental software applications.

**ESSENTIAL FUNCTIONS:**

Performs day-to-day administration of the District's software applications and programs; performs a full range of duties that includes working with other departments to gather requirements to create reports from various databases using report writing software tools such as Crystal and Microsoft Access; analyzes and reviews business processes and procedures for potential improvement; address technical issues; acts as lead in major systems installations, application migration efforts, and integration with existing systems; coordinates with user departments to implement conversions and upgrades; prepares and maintains process and report-writing documentation; develops project timelines; works with sensitive data involving District employees; and performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education: Completion of a Bachelor's degree from an accredited college or university with major course work in business information systems, or a closely related field, AND

Experience: Three years of increasingly responsible experience as a user of customer information systems, including report development.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of relational database structure, Visual Basic Programming Language, basic accounting principles and computer-aided dispatch systems; Ability to develop, organize, and design system reports; develop and implement necessary documentation. Ability to work independently while understanding and applying District and departmental policies and procedures; stay technically abreast of industry trends and technologies; think clearly; apply logic and common sense to problem solving; follow oral and written instruction, communicate clearly and concisely, both orally and in writing. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

**SPECIAL CONDITIONS OF EMPLOYMENT:**

A valid California driver's license is a condition of initial and continued employment in this classification.

**REPORTS TO:** Information Services Unit Manager

Employment Category: AFSCME, Local 2428, (Monthly Salary Range Effective 4/1/2006 - \$5,315.38 to \$5,824)  
Adopted by Board: December 20, 2005, Resolution Number 2005-12-250