



**City of Milwaukie  
Employment Opportunity**

**Information Systems Analyst II**

**Apply by: August 4, 2014 at 4:00 p.m.**

Status: **Full-time 40 hours/week, Benefits eligible**

Hours: **Monday – Friday, general business hours**

Work location: **Public Safety Building, 3200 SE Harrison Street, Milwaukie, OR**

Department: **Information Systems Technology**

Salary: **\$5,021 to \$6,410 Monthly – Non Exempt, AFSCME Represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a self-motivated candidate who can work independently or as part of a team to fill a vacancy within our Information Systems Technology (IST) Department. Employees in this classification perform a variety of technical duties to support the entire City network.

**Duties:** This position is directly responsible for the administration of the City's data, voice and network transportation systems, which encompasses the planning, installation, maintenance and management of systems hardware, software and client/server based applications. Is also responsible for the administration of organization generated intellectual data, application and database technology infrastructure, infrastructure security and end user technology support. The incumbent will be expected to be a leader in the IST department, fostering both the advancement of technology and success of the department's mission. This position reports directly to the IST Director.

**Qualifications:** A four year degree in IT, Computer Science, Business Administration or related field from an accredited college or university with five or more years of relevant experience. Microsoft Certified Systems Engineer/ Administrator (MCSE/MCSA) and Juniper Network Certified Internet Specialist (JNCIS) or Professional (JNCIP) preferred. Intermediate to advanced skills using Active Directory is highly desirable.

**Selection Process:** A screening of all applications will be completed to determine the candidates being invited to an interview. Preference will be given to the applicants who have direct and relevant work experience. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

**Application Process:** All candidates must complete a City of Milwaukie employment application. Resumes may be included but are not accepted in lieu of an application. **Application materials must be downloaded at [www.cityofmilwaukie.org](http://www.cityofmilwaukie.org). Please mail your signed application materials to: City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.**

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***