



City of Kansas City, Missouri Job Class Specification

Job Title: IT SENIOR ANALYST

Department: MULTI

Job Code: 1553

Status: EXEMPT

Grade: EX-3

Summary

This is an advanced level professional staff position within the IT department.

Work involves responsibility for leading and performing work of a unit engaged in varied computer operations and architecture projects. Employees of this class may assist lower level IT associates with more complex technical projects and problems. Under limited supervision, the IT Senior Analyst provides leadership and coordination of project teams engaged in medium size projects. Performs related activities and makes recommendations in areas that require a high level of technical competency.

Duties and Responsibilities

- Direct large projects in a competent fashion. Provides instruction to assigned team to effectively accomplish assigned projects. Provides task direction as necessary. Follows appropriate processes and procedures for assigned projects.
- Plans, supervises, reviews and participates in the preparation of business application program instructions to solve business or technical problems and to ensure the implementation of those processes for present and future project performance.
- Makes significant contributions to the success of projects by applying demonstrated knowledge. Performs technical review of work performed by project team.
- Anticipates hardware and software needs and make recommendations related to the acquisition of such.
- Designs logic for programs or business application systems, prepares test data, defines test schedule and test data requirements and analyzes test results.
- Documents present procedures and operating methods, gathers data for analysis of problem areas, analyzes documents, files and reports related to work flow, designs systems improvements.
- Coordinates the activities of staff with other sections, identifies and assigns tasks to be performed by subordinate personnel, provides technical supervision for IT Analysts.
- Consults with supervisors and analysis staff in the design of information systems.
- Participates in selecting and implementing operation systems and architecture improvements.
- Analyzes problems, determines cause and initiates corrective action in areas that require an expert level of technical competency.
- Leads project teams in the implementation of design/analysis and programming/coding initiatives.
- Utilizes interpersonal and communication skills to train, instruct and educate groups and individuals in a team environment.
- Provides technical expertise to other members on the team for their technical development.
- Recommends process or procedure changes. Participates in process and quality improvement.
- Follows through on commitments made to customers. Assures that customer requirements are met.
- Works effectively with peers, team members, and other departments.
- Performs related work as required.

Technical Skills	Knowledge: <ul style="list-style-type: none">• Able to identify and document business processes and requirements.• Possesses advanced understanding of hardware and software used in performance of job duties.• Has expert competence in the overall architecture of the total system.• Maintains excellent knowledge of tools used in design/analysis/development/project/infrastructure activities.• Excellent knowledge of established configuration management, software development and project methodologies.• Possesses excellent technical competence in assigned area.• Analysis, troubleshooting, administration experience in regard to applications, business, database, network (voice, data, video), pc, and servers (operating systems, monitoring software, system software).• Design, configuration, installation, deployment, and implementation of applications, infrastructure, networks (voice, data, video), pc, and servers (operating systems, monitoring software, system software).• Coding, programming, development, and support of applications, client server, database, mainframe, and WEB.• Project/Program management• Technology training.
Education and Experience	Accredited Bachelor's degree and three (3) years of technology experience. OR An equivalent combination of education and technology experience.
Certificates/ Licenses/Special Requirements	Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision may be exercised over assigned personnel.
Supervision Received	Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	05/07,4/17
Revised	08/2022