



Our Future Starts With *You!*

POSITION Applications Analyst (HELPS)

DEPARTMENT Information Services

SALARY RANGE \$65,000-\$75,000

WORK LOCATION 112 State Street, Albany, NY 12207

HOURS 8:30A-4:30P

BENEFITS

Paid Time Off

Health, Dental, Vision, & Hearing

Tuition Reimbursement

NYS Retirement

Employee Assistance Program

Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

This is non-technical, administrative work involving the responsibility of meeting with county departments to facilitate the design and support of computer software programs that adapt Albany County departmental operations to electronic data processing. The incumbent meets with county departmental personnel to assess software needs. Incumbent exercises independent judgment in the performance of the duties and responsibilities. The work is performed under the general supervision of an administrative individual with wide latitude allowed for the exercise of independent judgment in order to accomplish the work. Incumbent may be assigned to be a technology liaison for a specific County department during the implementation of new software applications or software enhancements. The incumbent exercises no supervision; however, incumbent works closely with Applications Developers. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree and one (1) year of experience in analysis, design, programming, or data modeling in information resources management; *OR*,
- B. Successful completion of twenty-four (24) credit hours in Management Information Systems, Computer Science, Information Resources Management, Information Technology, or a closely related field from an accredited college or university and one (1) year of experience in analysis, design, programming, or data modeling in information resources management; *OR*,
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in analysis, design, programming, or data modeling in information resources management.

NOTE

Course work in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

Please submit a resume with this application.

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.



Daniel P. McCoy
Albany County Executive