



JOB POSTING

Job Title: Database Analyst
Department: Information Systems

Salary: \$65,000 - \$75,000
Reports To: Information Systems Manager

Function:

Assists the Information Systems Manager with the maintenance and updating of a Microsoft SQL-Server based Voter Registration Management System. Ensures all software applications and data are accurate, current, and useful. Provides technical support and training to employees on the Voter Registration Database.

Responsibilities:

- Responsible for programming, analyzing and maintaining current systems as well as designing new ones utilizing Microsoft Visual Studio .Net/HTML/CSS;
- Knowledge of creating/running existing packets using SSIS;
- Fulfills public and internal requests for data using Queries and Reports;
- Researches new techniques or systems and products that will upgrade overall operations while working with users to determine existing problems and solutions;
- Performs all other duties assigned, delegated or required of the Database Analyst as well as those prescribed by law.

Minimum Qualifications:

Must possess the knowledge, skills, abilities, characteristics and experience to perform the essential functions of the job.

Personal Characteristics and Abilities:

Ability to perform in a professional manner under stress when confronted with an issue or tight deadline. Willing to work extended hours. Applies excellent interpersonal skills which include effective verbal and written communication. Demonstrates flexibility, adaptability, leadership, problem solving skills, business acumen and ability to multi task. Demonstrates excellent organizational and strategic planning skills. Demonstrates a professional attitude and appearance.

Minimum Education, Training and Experience:

Bachelor's degree in Computer Science with 1 year work experience in a relevant field required; experience in Crystal Reports preferred; Microsoft Certification and basic knowledge in Local Area Network preferred.



CUYAHOGA COUNTY
BOARD OF ELECTIONS

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Application Procedure:

Submit a letter of interest, including your e-mail address, resume and three professional references to: ElectionJobs@cuyahogacounty.us (**preferred method**).

Alternatively, mail/deliver to:

Cuyahoga County Board of Elections
Attention: Human Resources
2925 Euclid Avenue, 4th Floor
Cleveland, Ohio 44115

Deadline Extended – 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. 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.