

**City of Bowling Green  
RECRUITMENT ANNOUNCEMENT**

**SYSTEM ANALYST I (*BUSINESS APPLICATIONS*)  
INFORMATION TECHNOLOGY**

No. 20-556 (Advertised)

**APPLICATION DEADLINE: Sunday, September 27, 2020**

This position supports the City's business applications as well as development of web-based applications when necessary. Duties and responsibilities include providing primary administration of several business applications (purchased package software products); developing and maintaining web-based applications; assisting with the support of business applications; leading or participating in major application projects; and researching new technologies, software, and techniques.

**DUTIES:** Provides support for assigned business applications including: configuration of software, application of upgrades and testing upgrades with key employees, server and database administration, and report writing as needed. Assists the primary internet specialist with coordinating the City's overall web site strategy which may include: creating and maintaining the City's day-to-day internet presence by working with representatives from City departments; redesigning website pages to work with a wide range of devices; managing related databases; updating existing web-based applications to conform with the latest version of PHP and MySQL software; reviewing existing web-based applications with employees and developing ways to expand functionality and improve usage. Converts paper documents into electronic forms, applies business processes to forms for any/all online approvals and disposition. Trains employees on usage of purchased business applications or web-based internally developed applications. Maintains security access to assigned business applications. Performs upgrades on business applications and applies fixes as needed. Assists with web server software upgrades and fixes. Researches new technology, software, techniques, and mechanisms.

**REQUIREMENTS:** Bachelor's degree in Computer Science/Information Systems, or related technical field, with two to four years of experience in using web publishing software, web servers, and databases; or support of applications utilizing MS SQL Server in a Windows server environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

**STARTING SALARY:** Pay Grade 124; \$58,134 (\$27.94/hour), plus full benefits package.

**WORK HOURS:** 40 hours per week; 7:30 a.m. – 4:30 p.m. Monday through Friday; weekend and overtime work possible with on-call responsibilities.

Interested applicants can apply online [www.bgky.org/hr/jobs](http://www.bgky.org/hr/jobs) or at the computer available in the Human Resources Department, City Hall, 1001 College Street, Bowling Green.

**The City of Bowling Green is an Equal Opportunity Employer and a Drug-Free Workplace**  
**All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sexual orientation, gender identity, age or disability.**

**HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT**

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**[www.bgky.org](http://www.bgky.org)**