

IT Specialist/Analyst and Database Programmer (General Services)

The Department of General Services is seeking an IT Specialist/Analyst and Database Programmer to provide internal and external support by giving technical assistance and support to system users. This is a one-year, full-time contractual position with potential for transition to a full-time permanent position.

Primary Duties and Responsibilities

- Develop, modify and maintain assigned programs. Monitor the operation of assigned programs and respond to problems by diagnosing and correcting errors in logic and coding via SQL Server.
- Review user requirements and needs for software and perform analysis, design, implementation, installation and training related to new software developed and/or acquired.
- Design and document systems based on analysis results and further consultation with management.
- Develop databases, programs and procedures necessary to integrate and/or implement the system.
- Test system fully to determine its operational reliability prior to implementation of new system procedures.
- Provide technical advice and support to users. This includes creating ad-hoc reports, data analysis and correction, training and problem solving.
- Assist in selecting hardware and software to be use by staff.
- Maintain contact with vendors to assist support activities.
- Write programs to create user interface to enter, update, and delete data, generate reports.
- Use data models to organize, store and secure data, repairs and compacts databases.
- May install, modify and maintain systems and utility software on server computer systems.

Minimun Qualifications

A Bachelor's degree in electronic data processing or computer science and three years of experience in preparing computer programs, including two years in system design.

Compensation

Salary will be commensurate with education and experience.

For consideration, please send cover letter and resume referencing the job title to:

Baltimore City Department of General Services
200 N. Holliday St. 8th Floor
Baltimore, Maryland 21202
DGS_HR@baltimorecity.gov
Attention: Erica Gee, HR Assistant II

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