



JOB OPENING

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| JOB TITLE: | Information Systems Analyst I |
| POSTING DATE: | July 2, 2024 |
| CLOSING DATE: | Open until filled. |
| DEPARTMENT/DIVISION: | Central Services |
| EMPLOYEE GROUP: | General |
| EMPLOYEE STATUS: | Regular / Full-Time |
| START DATE & WORK SCHEDULE: | ASAP Monday – Friday, 8:30 a.m. to 4:30 p.m.; Must be able to work a flexible schedule, including evenings and weekends. |
| SALARY: | \$67,244.12 - \$77,874.19 |
| PREVIOUS WORK EXPERIENCE: | Two years of experience preferred. |
| EDUCATION: | Bachelor's degree in Computer Information Systems or related field. |
| SPECIAL SKILLS & TRAINING: | Candidate must have advanced skills navigating Microsoft operating systems. Intermediate skills with word processing and spreadsheet software, along with experience with PC hardware and software are required. Working knowledge of Microsoft Active Directory, Office 365, VMware vSphere, Microsoft SQL, Server and Network Hardware and Software are desired. Experience in implementing complex software applications, working in a helpdesk environment is also desired. Strong analytical and problem-solving skills and a self-starter. Ability to take initiative and proactively offer suggestions and resolutions. Valid State of Michigan operator's license required. Microsoft certifications preferred. |
| BASIC RESPONSIBILITIES: | Supports and maintains the City's data and voice network equipment and software. Installs software/hardware. Resolves hardware and software problems. Supports the City website. Provides technical assistance to computer end users in a call center environment. Reports to IT manager. |
| HOW TO APPLY: | All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources. |

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.