Why Work Here? Be Valued!

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through competitive pay and an amazing benefit package for staff and their family. Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The FCPH value statement says it all: **We serve our communities, our organization, and each other with Integrity, Accountability, Excellence, Respect and Humility.**

Franklin County Public Health provides:
- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, employee assistance program and flexible spending account.
- Life insurance, short and long term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- And much more!

**NOW HIRING: Information Technology Analyst**

Under direct supervision, the Information Technology Analyst is responsible for maintaining and improving computer systems for the organization. This position understands strategic business needs and analyzing the design of technical systems and business models. This position focuses on providing excellent customer service to internal and external customers in accordance with the mission, core values, and purposes of Franklin County Public Health.

**DUTIES INCLUDE:**

- This role is responsible for defining and developing computer systems suitable for the companies work flow and production. Completes assigned projects from initiation to closure, including following established goals and timelines, reporting progress and results. Tests the systems to analyze, research and resolve complex PC and software problems.
- Performs routine technological systems support, maintenance, and testing; troubleshoots and resolves general system hardware, software, and network failures and conflicts.
- Maintains and upgrades existing systems as required, while structuring business requirements and communications plans for stakeholders. Recommends solutions relating to hardware and software acquisitions and/or network updates, and responsible for the implementation of new technology.
- The IT Analyst records all procedures and processes, solutions and frequently asked questions. This position writes and stores all documentation of the existing technology structures. Maintains currency of knowledge with respect to technology, equipment, applicable laws, regulations, standards and/or system.
- Other related duties as assigned.
QUALIFICATIONS:

• Bachelor’s degree in computer science, information science or related degree required.
• Minimum three to five years’ experience in an IT environment
• Minimum three to five years’ experience in Technical Writing and Project Management
• Knowledge of Operating Systems, Networks, Databases, and Applications

LICENSURE OR CERTIFICATION REQUIREMENTS:

• Related IT certifications (e.g. A+ or Network+), etc. preferred

HIRING WAGE RANGE: $23.28/hour - $29.11/hour. This is a non-exempt position.

Interested applicants should send:
1. Resume
2. Cover letter
3. FCPH application (located: http://www.myfcph.org/careers)

TO: fcphjobs@franklincountyohio.gov with subject “IT Analyst"

OR: Franklin County Public Health
    Attn: Human Resources “IT Analyst"
    280 East Broad Street
    Columbus, Ohio 43215-4562

Deadline for Applying: Internal applicants (01/24/2020); External applicants (02/21/2020)

No phone calls please. Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. Learn more at www.MyFCPH.org.

FCPH is committed to providing a healthy work environment for all employees, and all employees agree to be non-tobacco users as a condition of employment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.