



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Systems Analyst Project Manager
Department: Information Technology Services
Office: Office of Administration

Posting Date: January 17, 2019
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: C50/1 \$25.64/hr-\$53,331.20/Annual

Minimum Qualifications:

- A Bachelor's degree in Computer Science or related field with the following IS management experience:
 - Two years OR Five years, with progressively increasing responsibilities and equivalent education, training and/or experience
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Experience in SQL database management; Systems analysis, process design and workflow, research, installation/implementation and support of software applications
- Experience in healthcare information software systems and/or knowledge of processes and workflows common in clinic settings and training

Responsibilities include but not limited to:

- Leading activities related to project management:
 - Managing project activities, gathering requirements, evaluating problems, analyzing root cause, assisting with best fit solutions, meeting schedule within budget and timeframe
 - Communicating with management and project leaders; Acting as a liaison between technical teams and users
- Leading and providing assistance to department users with implementing software and systems; Maintaining master files and data dictionaries; Providing ongoing maintenance
- Developing and presenting training materials to employees in various system applications
- Performing network administration activities and coordinating hardware/software updates
- May write or maintain computer programs, designing flow of programs, debugging and testing program adequacy, ensuring network security, evaluating system performance and making recommendations for improvements
- Assisting with helpdesk support and activities
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Deadline to Apply: February 18, 2019 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment

**PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER
COMMITTED TO HIRING A DIVERSE AND INCLUSIVE WORKFORCE**