

NOTICE OF JOB OPENING

--

Posting Begins	August 18, 2022	Posting Ends	September 28, 2022
-----------------------	-----------------	---------------------	--------------------

Position Title	INFORMATION SYSTEMS ANALYST
-----------------------	------------------------------------

Department	NRC	Division	Administration
-------------------	-----	-----------------	----------------

	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Neighborhood Resource Center 4953 State Ave Kansas City, KS 66101
-----------------------------	---

BRIEF JOB DESCRIPTION: The Unified Government of WYCO/KCK Neighborhood Resource Center is seeking an individual to serve as a Data Analyst. This position provides data-related leadership and support to staff and the community; synthesizing data for policy makers and community members to make informed decisions. This position will lead efforts in the use of property data to: write and implement policies and procedures for data collection, handling, and analysis; assist leadership in integrating data findings into organizational plans and operations: implement collection methods and workflows to improve departmental data; visualize and analyze data with Geographic Information Systems (GIS) using ESRI products; collaborate with IT staff to support and troubleshoot problems related to reporting; collaborate with GIS staff to create, edit and enhance dashboards and maps; create statistical analyses. This position will support multiple departments and divisions, including the Neighborhood Resource Center, Urban Planning and Design, Delinquent Real Estate, Director of Development Coordination.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Computer Science, Information Systems or related field and three years of programming, system analysis, or work experience related to area of assignment or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree in public policy, data science, statistics, or related field is preferred. At least two years of relevant data analysis in a governmental setting is preferred. Knowledge of appropriate software programs including Microsoft Suite products, statistical coding software (Python, R, SAS, etc.) ArcGIS Pro and supporting software (Field Maps, Insights), BI software such as Tableau. Knowledge of SQL and SQL Server Reporting Services Knowledge of principles and methods concerning public data collection, analysis, and dissemination. Must reside in Wyandotte County or willing to relocate within 12 months of hire.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	3682	Class. Code	1253
---------------------	---------------------------	-------------	------	--------------------	------

Ext 9/15/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

EOE

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.