

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	October 14, 2021	<b>Posting Ends</b>	October 12, 2022
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<b>Position Title</b>	<b>INFORMATION SYSTEMS COORDINATOR</b>
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<b>Department</b>	Technology	<b>Division</b>	Administration
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	City Hall 701 N. 7 <sup>th</sup> Street Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** The information Systems Coordinator position requires strong technical, analytical, business skills and would be responsible for recommendations, reviewing, analyzing, implementing, testing, debugging, and installing to support Accela, Workday, ProjectDox, and other internal enterprise applications. The Information Systems Coordinator will provide support for business workflow, reporting and system administration; assist team with design and future upgrades of enterprise application; ensure stability, integration and integrity of production systems; monitor vendor sites on regular basis and stay updated with new trends in the industry by attending conferences and meetings with vendors; coordinate and provide assistance for interface maintenance and support; assist with the maintenance, installation, upgrades and testing of software for the users; assist departments in the creation of documentation for processes and procedures; provide technical assistance for application integration with various systems that are used to support the Unified Government; track, route and redirect problems to correct resources; mentor and provide guidance to other system analysis with difficult more complex assignments; perform other duties as needed.

**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. Previous experience managing and administering Enterprise Applications is preferred. Experience with java, python, ruby, JavaScript and shell scripting is preferred. Valid Kansas Driver's License.

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

<b>Salary Range</b>	\$4,608.94-\$6,290.27/mo.	<b>PI #</b>	0345	<b>Class. Code</b>	1251
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**Extend 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**  
*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*  
**EOE**