



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

## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

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

### POSITION AVAILABLE

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

**Posting Date:** April 16, 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 during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/hours.

#### **How to apply:**

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://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, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** May 15, 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- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**