

INFORMATION SYSTEMS ANALYST

Mountrail-Williams Electric Cooperative

1 PURPOSE OF POSITION:

- a) Develop and support applications to meet business objectives and needs.
- b) Assist with planning and analyzing projects.
- c) Establish schedules and project parameters.
- d) Collaborate to assess needs and ensure timely, accurate project solutions.
- e) Provide support for a variety of information systems tasks.

2 RESPONSIBILITIES AND AUTHORITIES:

Within the limits of approved board policies, operating guides and procedures, assumes responsibility for the following activities:

- a) Provides application and report development to enhance business processes.
- b) Develops, tests, and debugs program codes.
- c) Provides development and technical support for a variety of third party applications.
- d) Performs system administration and system security functions on applications.
- e) Creates documentation for user training of software and business processes.
- f) Trains users in the set-up and use of all applications to help users become more proficient in the use of various systems and technology.
- g) Communicates and demonstrates progress to project stakeholders and other team members.
- h) Develops and maintains master SCADA system displays and databases.
- i) Performs routine maintenance on master SCADA system.
- j) Successfully handles multiple concurrent projects and tasks with little direct supervision.
- k) Independently establishes workload priorities and discusses problems or clarifications of new or existing procedures with supervisor.
- l) Maintains and develops knowledge, skills, and abilities to meet the ever-changing requirements of the Cooperative.
- m) Seeks and applies training opportunities.
- n) Performs any other duties assigned in order to fulfill the objective of the Cooperative.

3 POSITION SPECIFICATIONS

a) EDUCATION:

A degree in Computer Science, Computer Information Systems, Management Information Systems, or related field preferred. Work experience in lieu of education may be considered.

b) WORK EXPERIENCE:

Job experience beneficial, but not necessary.

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c) **JOB KNOWLEDGE AND SKILLS**

Required: Two years computer programming experience

Experience with databases and SQL programming language

Preferred: .NET/C#

SQL Server Database

Oracle Database

NISC iVUE

ACS PRISM

Aclara TWACS

d) **WORKING CONDITIONS:**

Inside position with the usual office conditions. Normally have regular hours of work. Some overtime may be required.

e) **PHYSICAL REQUIREMENTS:**

- 1) Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- 2) Light lifting of up to 20 pounds. Job requires sitting most of the time.
- 3) Requires repetitive motions with hands and fingers such as dialing and keyboarding.
- 4) Primarily inside work at a desk.
- 5) Must be able to use office equipment such as a copier, computer and printer.
- 6) Must be able to communicate to individuals and large and small groups.
- 7) Requires analyzing data and reports, conducting research, and coordinating people and resources.
- 8) Skills in developing plans, procedures and goals required.
- 9) Must be able to present information to others and work under stress.

4 **WORKING RELATIONSHIPS:**

a) **Internal:**

- 1.) Establishing and maintaining pleasant working relationships with all fellow employees in achieving the objectives of the Cooperative.

b) **External:**

- 1.) Cooperating with members and the general public and assisting them in a friendly and courteous manner. Also, promotes an understanding and acceptance of the Cooperative's objectives, viewpoint and programs.

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5 **REPORTS TO:**

- a) Project Manager
- b) Keeps the Project Manager informed concerning work in progress and work completed. Also consults with him/her concerning problems which hinder efficient completion of the duties and responsibilities of the position.

6 **DISCLAIMER:**

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Jerry Rehak

Date: 2013

Reviewed/Amended by: Jerry Rehak

Date: 2020