



City of Ames Systems Analyst

SALARY	\$74,506.43 - \$108,926.48 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-0221-01
DEPARTMENT	Finance	DIVISION	Finance Information Technology
OPENING DATE	08/08/2025	CLOSING DATE	8/29/2025 12:00 PM Central
FLSA	Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the general supervision of the Information Technology Manager, the Systems Analyst plans, organizes, and supervises server and software services; plans, implements, and manages complex assignments and projects; analyzes and implements computer application systems; reviews, implements, trouble shoots, and maintains software integrations; exercises discretion and independent judgment in applying departmental policies and procedures; occasionally writes and revises programs and operations routines; and will perform other work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that

submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$91,716.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit:

[PSLF Program](#)

Examples of Essential Job Functions

Responsible for implementing server and software services in the Information Technology team.

- Responsible for the full life-cycle of servers and software (delivery, management, and retirement) within the City to insure compatibility and integration with City strategies.
 - Evaluates and implements servers, server services, and software in an efficient way.
 - Implements, monitors, and manages the software used on all servers: firmware, operating system, software, security, etc.
- Leads problem escalations on the topics of servers and software: interacts with vendor or third-party support to resolve problems; communicates with the affected client during and after a resolution.
- Evaluates and implements new IT products and services.
- Leads on-site or virtual training seminars for the city.
- Assists in the evaluation of software requests made by departments/divisions of the City and makes efficiency recommendations.
- Assists the IT Manager in overall security evaluation, reporting, and planning.
- Shares administration with the Network Administrator, and/or Client Services Coordinator on computing and network services. Examples may include, but are not limited to: DNS, DHCP, telephony, Windows AD.
- Implements and manages small-scale programming/scripting projects, related to data flows between commercial software.
- Maintain a limited amount of historical, in-house-developed software projects.
- Plans, implements, and manages complex assignments and projects; collects and analyzes information; prepares reports; and provides project updates.
- Implements standard IT management processes including change management, documentation, and password management.
- Work is subject to shift assignment, on-call status, and other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a

work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

Bachelor's degree in computer science or related field is the minimum level of education and at least three years of experience with application support and integration, including supporting Windows client/server operating systems and scripting is required.

Experience in supporting email services, web servers, databases, data migrations, hypervisors, and virtual machines are preferred.

Licenses and Certificates: Obtain Criminal Justice Information Services (CJIS) certification within first 6 months of employment, and maintain annually.

Knowledge, Skills, and Abilities: Knowledge of the principles, practices, methods, and techniques of software programming and integration. Knowledge of modern office practices and procedures including the utilization of technology to enhance office efficiency and effectiveness; considerable knowledge of departmental policies and administrative requirements as they affect division operations and responsibilities.

Skill in analyzing, designing, implementing, and maintaining, computer systems and subsystems; skill in program coding and testing; skill in implementing commercially packaged software applications including testing, training, and acting as a technical liaison between the vendor and the client; identification, diagnosis, and resolution of simple PC hardware, peripherals, network connection, and software problems.

Ability to establish and maintain effective working relationships with co-workers, other City employees, and members of outside agencies; ability to deal with service calls, questions, and complaints in a friendly and professional manner; ability to communicate clearly and concisely in both written and oral communications; ability to communicate technical concepts to non-technical persons; ability to develop operations procedures and computer programs from specifications.

Supplemental Information

Required Physical Activities: Climbing, stooping, reaching, standing, walking, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions.

Physical Characteristics of Work: Requires sitting approximately 85% of the time, standing approximately 5% of the time and standing and walking, approximately 10% of the time. Requires frequent lifting of objects weighting under 10 pounds, and occasionally lifting of objects from 10 to over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data, the use of a computer terminal, extensive reading, and visual inspection involving small defects or parts.

Environmental Conditions: Worker is subject to inside environmental conditions and noise.

Examples of Equipment Used on the Job: A wide variety of computer hardware such as computer, keyboard, monitor, printer, and peripherals. A wide variety of computer software. General office equipment such as writing utensils, telephone, etc.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; hiring assessment; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check and fingerprinting. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****
Depending on the number of qualified candidates, the City may forego phone interviews.

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5294) prior to the close date of the posting in order to receive Veteran's Preference Points.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Systems Analyst Supplemental Questionnaire***QUESTION 1**

Please describe your experience with automation software.

***QUESTION 2**

Please describe your experience with the types of data migration projects have you been involved.

***QUESTION 3**

Please provide a brief description of your Microsoft technologies experience, both work station and server.

***QUESTION 4**

Please describe your experience with Unix and/or Linux computers.

***QUESTION 5**

Please provide your experience in active directory (AD) management and Power Shell.

* Required Question