

# JOB POSTING

**Job Posting #:** 2012-02

**Posting Date:** 2/1/12

**Department:** Information Technology

## **Systems Analyst**

This position provides analysis, planning, design, implementation and support of the technological needs and objectives of the corporate functional unit encompassing Engineering, Operations, including Drafting , Right of Way, Purchasing and Inventory functions. The major objective is to improve business processes and support critical business strategies.

The Analyst will provide hands on technical support in reengineering, development, implementation and maintenance of business applications systems, processes and in projects to meet the needs and objectives of the business. Training, coaching and assisting business users in the effective use of business systems and implementing. Documenting of processes and procedures to build, maintain and support the technologies are key responsibilities.

### **Knowledge:**

- “Developer” level knowledge of the relational database software FileMaker.
- Knowledge of relational database design concepts - SQL-
- Experience in project management.
- Experience with system analysis, systems and information security.
- Experience in technologies such as Windows OS, Networking, Livelink, Citrix, Internet tools, backup tools, Antivirus Tools, Remote access and support tools.
- Knowledge of pipeline Engineering systems, practices and processes, compliance, purchasing, inventory and Work Order systems.
- Knowledge of Field Operations systems: Mapping tools, GPS systems, Compliance, Civil Surveying applications and systems, practices and processes; SCADA systems, and hardware interface systems.
- Knowledge of Drafting/CAD systems, practices and processes: AutoCAD, Civil Engineering Software, Arcview, Photoshop, GIS systems.
- Knowledge of ERP applications for purchasing, inventory and work order systems.
- PC Hardware (Desktops, Laptops, Servers) and operating systems including but not limited to Microsoft Windows and Apple Mac OS X.
- Gas transportation industry knowledge preferred.

### **Education and Experience:**

- B.S./B.A. in Engineering, Computer Science or related degree
- Experience leading and coordinating development of distributed computer systems
- 3 years experience in the various areas:
  - configuring, deploying, updating and maintaining all desktop hardware, software, and peripherals
  - maintaining company records for computer hardware, software and peripherals
  - developing and interpreting business and user requirements into effective and efficient specifications, business processes, systems, and applications
  - self-starter, strong communication skills & customer service, creative, innovative thinker

**Equal Opportunity Employer**