

City of Morro Bay

IT SYSTEMS ANALYST



The City of Morro Bay is looking for a driven, customer-focused individual to serve as an IT Systems Analyst. The ideal candidate is professional, trustworthy, and detail-oriented. The right candidate will demonstrate excellent analytical and interpersonal skills, work collaboratively in a team environment and communicate effectively. Learn more within.

Applications due February 25, 2022

Morro Bay: Rock Solid Together

The City of Morro Bay is located on California's Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. Boasting a close-knit community of approximately 10,500, the City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" expresses our community's attitude of collaboration and cooperation.

Morro Bay is instantly recognizable to anyone who has traveled up California's picturesque Highway 1 along the Central Coast thanks to Morro Rock, a 500-foot extinct volcano that serves as a breathtaking attraction for visitors and long-time residents alike. On a given day, you can find surfers enjoying the waves along its banks, paddleboarders taking advantage of the glassy waters of the bay, bird watchers observing some of the over 200 species in our natural estuary, or travelers setting up camp on the sand for the night. A tourist destination close to Hearst Castle and the Big Sur Coastline, the City receives 800,000 visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere.

While the City very much values its visitors, it is highly dedicated to serving our Morro Bay residents. They are active and involved in their community, and the City makes every effort to communicate important issues clearly and involve them in decision-making processes when appropriate. In turn, the residents support the City. In fact, Measure E-20, a 1% sales tax measure on the November 2020 ballot, passed with more than 58% of votes.



City Government

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has an elected Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with a FY 21-22 operating budget of \$53 million, capital budget of \$94 million, and staff of 98 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development, and Public Works.

Morro Bay is a beautiful place to work and call home. In addition to the incredible nature that surrounds the City, it boasts 13 parks, a County golf course, and a charming downtown corridor that includes used books stores, arts and crafts stores, coffee shops, restaurants and more. During non-pandemic years, our community enjoys a number of City-hosted events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, Fourth of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival, and the Lighted Boat Parade.

In spite of its easy-going coastal charm, Morro Bay is also dedicated to advancing technologies and growth. Currently, we are in the midst of building a \$145 Million Water Reclamation Facility that will replace the City's existing wastewater treatment plant with an advanced water purification facility to protect the environment and contribute a safe and reliable water source for Morro Bay's homes and businesses. The project is expected to be completed in 2023. Other exciting developments in the works include the decommissioning of an existing treatment plant, a new roundabout, water tank replacements, harbor infrastructure improvements, various wastewater projects, and the creation of a capital improvement plan.

About the Position:

IT SYSTEMS ANALYST

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Job Summary: IT Systems Analyst

The IT System Analyst provides analytical information technology (IT) support by applying business and IT solutions to a broad range of software and hardware projects and issues. The Systems Analyst provides technical support to staff Citywide. Their role enables City of Morro Bay employees to effectively utilize technology to assist them in providing the highest quality service to the public.

It may be required to work an irregular work schedule, including nights and weekends.

Essential Duties & Responsibilities

- Performs a variety of technical research, support and training duties involving the use of hardware, application software, and networks.
- Implements software and hardware systems and trains users in operations of software applications and related computer equipment.
- May be responsible for citywide installation, repair, and maintenance of personal computers (PCs), telephone systems, communications systems, etc.; troubleshoots and corrects hardware and software malfunctions.
- May oversee vendors' services and monitor results of their work.
- Coordinates departmental data processing and automation activities.
- Trains citywide staff in the use of PC and other office automation equipment.
- Administrates or troubleshoots local (LAN) or Wide Area Network (WAN) problems.
- Monitors the use of all automated systems and ensures effective and efficient operations.
- Scope of assigned area will depend on departmental structure and is at the discretion of the department director.
- Upholds the values of the organization and has strong customer service orientation.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.
- Safeguard information in computer files against accidental or unauthorized modification, destruction or disclosure.
- Practice computer science fundamentals including programming concepts.

KEY TRAITS FOR SUCCESS

Problem Solver

The successful candidate will be a skilled-problem solver and critical thinker with sound judgment who will proactively seek to address challenges that arise.

Customer-Focused

The chosen candidate will be customer-service minded and have a kind attitude.

Detail-Oriented

The ideal candidate will be organized, proactive and detail-oriented as they manage a diverse set of projects and successfully juggle multiple tasks and projects.

Collaborative

This role will require frequent collaboration with other city staff - the chosen candidate must be able to communicate and collaborate effectively with others in the fields of technology and information systems.

Preferred Education & Experience:

- Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying background is two years completed (60 college units) from an accredited college or university with a major or concentration in computer science, management information science or closely related field AND two years of experience implementing effective computer solutions
- In lieu of college coursework, qualifying experience may be substituted on a year-for-year basis. Formalized technical training program and/or certifications, such as those conducted by commercial training organizations and university extensions, and/or training programs covering principles and methods of computer programming

For a full description of the position and workplace requirements and conditions, please visit: MorroBay.CA.gov/832/Employment-Opportunities.

Compensation & Benefits

The annual salary range for the IT Systems Analyst is \$69,053 to 83,935, and appointment will be made depending on the qualifications of the selected candidate.

Additionally, the selected candidate will enjoy an excellent benefits package including CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPRA). The City does not participate in Social Security.

- The city covers employee's health care premiums and a portion of dependents'
- The city provides Dental, Vision coverage, and a \$50,000 life insurance policy.
- 457 Deferred Compensation plans available with employer contribution.
- Vacation: employees receive 10 days per year increasing to 20 days after 20 years.
- Holidays: employees receive 11 days per year plus 2 Floating Holidays.
- Sick Leave: employees receive 12 days per year.
- Conditions of Employment: Employees in this classification are under an Agency Shop agreement that an employee may join with the Service Employees International Union (SEIU) Local 620.

Application process

Complete City employment application available at MorroBay.ca.us/832/Employment-Opportunities.

Interested candidates should apply immediately.

Applications will be open until filled with the first review on February 25, 2022.

Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at lgoforth@morrobayca.gov and include the following: **Completed application, compelling cover letter;** and **comprehensive resume.**

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Laurie Goforth, City of Morro Bay Human Resources, at (805) 772-6207. Interested candidates are encouraged to submit materials early for maximum consideration.

The City of Morro Bay is an Equal Opportunity Employer.

RECRUITMENT GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.