

OKLAHOMA SENATE VACANCY ANNOUNCEMENT

Information Systems Programmer Analyst

The Oklahoma Senate is seeking applications and resumes for an immediate vacancy for the Information Systems Programmer Analyst position.

DEFINITION:

Under the direction of the Director of the Senate Information Systems Division, provides technical support for the Senate network, in-house applications, and all users, including elected members of the Oklahoma Senate.

EXAMPLES OF WORK PERFORMED:

- Maintain and modify existing in-house software modules in Visual Studio;
- Provide support via remote session or in-person for all Senators and personnel regarding technical support issues and troubleshooting in a user-friendly, professional manner in areas of server/network connectivity, Microsoft Office suite, in-house applications, and mobile devices, including iOS and android;
- Manage website content and structure of the Senate website; ensure security and integrity of all webpages;
- Responsible for assisting Senate personnel, including members of the Senate, with any technical support issues or questions related to various internal and cloud-based applications; and
- Perform other related Senate work as required and assigned.

KNOWLEDGE AND SKILLS:

- Detail-oriented with strong organizational and documentation skills;
- Ability to work collaboratively with team members and facilitate sharing of technical knowledge.
- Ability to multi-task in a fast-paced environment and show initiative and flexibility in a dynamic environment;
- Strong written and verbal communication skills and ability to connect with users of different technical skill levels;
- Basic understanding of the legislative process and terminology is preferred but not required; and
- Night, weekend, and holiday work required, on occasion.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors' degree from an accredited computer science/information system college;
- Hands-on experience with SQL/NoSQL and web services;
- Proficient in web applications and system programming;
- Minimum of 3 years of experience with Drupal, Python, HTML, ASP.NET, VBA, C#, JavaScript, and API's;
- Minimum 3 years of experience in database creation and maintenance;
- Basic knowledge of LAN/WAN networks, TCP/IP protocols, and network technologies; and
- Must have live experience with MS Office 365 administration, Windows 7 and 10, macOS, iOS, and Windows Server 2012, 2016, and 2019.

SALARY

Commensurate with education, relative work experience, skills and knowledge, including an excellent state employee benefits package.

Email resume and/or completed application form to: hrrsenate@oksenate.gov or Mail or deliver to:
Oklahoma Senate, HR/Personnel Services, 2300 North Lincoln Blvd., Room 309.1C,
Oklahoma City, OK 73105-4808

Open: 3/21/2023
Close: Until filled