



RTC OF SOUTHERN NEVADA
Department of Enterprise Asset Management
600 S. Grand Central Pkwy, Ste. 350
Las Vegas, NV 89106
<http://www.rtcnv.com>

SYSTEM ANALYST – EAM

SALARY

\$57,824.00 Annually

****Although there is a salary range for this position, the candidate hired into this position will be hired at the bottom of the salary range.****

THIS RECRUITMENT WILL BE USED TO ESTABLISH AN OPEN COMPETITIVE AND PROMOTIONAL ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES OCCURRING IN THIS CLASSIFICATION FOR A MINIMUM PERIOD OF SIX (6) MONTHS. ALL COMMUNICATION WITH APPLICANTS WILL BE VIA EMAIL. APPLICANTS MUST PROVIDE A CURRENT AND VALID EMAIL ADDRESS WHEN APPLYING.

OPENING DATE: 02/09/2023

CLOSING DATE: 03/09/2023 **Extended**

THE POSITION

Responsible for supporting the implementation and maintenance of the Enterprise Asset Management (EAM) System. This includes: defining roles and permissions for user security access, analyzing, testing, implementing, preparing documentation, creating reports, troubleshooting system problems and providing user training.

FLSA STATUS: Exempt

Working Conditions: May work shifts on days, evenings, weekends, and holidays.

REQUIREMENTS

Education and Work Experience: Equivalent to an Associate's Degree in Information Technology, Facility Management, Maintenance Management or a closely related field; AND two (2) years of professional experience with an electronic Enterprise Asset Management System or other large software systems, or an equivalent combination of education and experience.

Licensing and Certification: Must possess and maintain a valid Class C Driver's License at the time of appointment.

Background Investigation: Employment is contingent upon the results of a comprehensive background investigation, including qualifying education/experience verification, social security trace, criminal history records review, and driving history records check.

Required Forms:

1. RTC Application On-Line Profile: Follow all the instructions on the application to include any education and experience that would qualify you for this position.

Only the most-qualified candidates will be invited to participate in the examination process.

Candidates should ensure that they highlight any of the following professional experience they possess on their applications/resumes:

- Ability to understand databases and how to utilize them for reporting;
- Demonstrate familiarity with administering an Enterprise Asset Management (EAM) system;
- Experience with providing customer service to internal and external parties;
- Ability to interpret and administer EAM policies and procedures and
- Experience assisting in completing EAM projects

PHYSICAL DEMANDS

Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 5 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

EXAMPLE OF DUTIES

Administers and oversees the EAMS for system users. Enters, updates, and troubleshoots the system, assigns security to users, and monitors system performance. Participates with internal work teams, task forces and consultants to troubleshoot issues, streamlines operations, creates process improvements, and prepares updated documentation resulting from changing requirements. Provides initial and ongoing application support to end users. Provides support with testing, debugging and enhancing the system. Maintains documentation and training materials for each enhancement. Performs field and acceptance tests to system upgrades/patches before implementation, logs items tested along with results for historical recordkeeping. Builds and tests queries for internal and external auditors and public disclosure requests. Provides support in maintaining system documentation and "how to" for all levels of the system administration. Provides training to end users related to changes to the system including process improvements and upgrades. Serves as a backup to the Senior System Administrator - Enterprise Asset Management. Integrates sustainability into everyday business practices. All other duties as assigned.