

JOB OPENING

City of Auburn

Systems Support Specialist – Business Analyst

Auburn Electric Department

The City of Auburn Electric Department is seeking a hard-working, self-motivated individual to join our team as a full time Systems Support Specialist – Business Analyst. This position will assist the Superintendent and support staff with decision support technologies and processes applied in the operation of the City of Auburn Electric Department, with a strong focus on business analytics, reporting, data mining, and information process design. Additionally, they will work with geographic information systems, database applications, AMI, SCADA, and various computing platforms. The ideal candidate should have a strong work ethic, excellent problem solving skills, be motivated to serve others, and enjoy working in a fast-paced environment.

Essential Duties/Skills/Responsibilities/Qualifications

- Assists in developing and implementing procedures to collect, store, maintain, retrieve, analyze, and utilize data pertinent to the mission of Auburn Electric. Data sources include Electric Department, other City Utility Departments, City Civil Departments, private consultants and engineers, and data capture/conversion professionals.
- Designs, authors and supports business intelligence processes, tools and technologies, including but not limited to:
 - Department operations & work orders
 - Utility accounts (consumption, revenue, rates, etc)
 - Inventory
 - Outage management
 - Customer service
 - AMI / MDM
 - GIS
 - SCADA
 - Street Light Automation & Controls
- Supports the Electric Department SCADA system, including but not limited to:
 - Systems maintenance
 - Employee training, use and support
 - Coordinate these SCADA activities with the City's IT Department
- Supports the Electric Department AMI and MDM system, including but not limited to:
 - Systems maintenance
 - Employee training, use and support
 - Coordinate these AMI activities with the City's IT Department, City Utility Billing Department and the City's Water Department

Qualifications

- Preferred Knowledge: Strong understanding of database technologies and theory, business analytics, reporting and data mining and visualization concepts. Proficiency in Microsoft operating systems, SQL Server, SQL, scripting.
- Education and/or Experience: Bachelor's degree (B.S.) in Information Systems or related field from four-year appropriately accredited college or university; or five years related experience and/or training; or equivalent combination of education and experience.
- Strong communication and mathematical skills and reasoning ability
- Ability to acquire a comprehensive understanding of City of Auburn Civil and Utility operations.
- Possess a Valid Driver's License with acceptable driving record.

Benefits

- Vacation pay, holiday pay, personal time, health insurance, life insurance, flexible spending accounts, and City paid PERF annuity and retirement.
- \$36,400 - \$78,000, depending upon experience.

Interested candidates can apply in person at City Hall at 210 E Ninth St., Auburn, IN 46706; or through our website www.ci.auburn.in.us/careers, resumes and applications can be emailed to humanresources@ci.auburn.in.us

Application Deadline: May 31, 2019

EOE / Drug Free Workplace / E-Verify