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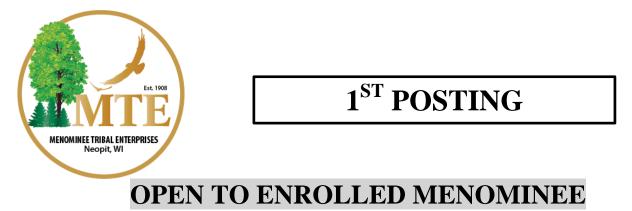
OPEN TO ENROLLED MENOMINEE

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: Tuesday, July 23, 2019

Job Title: Systems Analyst	Status: RFT
Supervisor: MIS Manager	Rate: TBD

SCOPE OF WORK:
The Systems Analyst position shall be responsible for system design, programming, implementation, training and manual preparation for all internal and external projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Must have the knowledge, skills, and ability to perform the following:

1. Programming VBA and VB.net languages, Microsoft Office Suite, Windows AD system design/analysis, SQL server administration, security, systems monitoring, and development.
2. Great Plains accounting software, user processes, administration, and development.
3. Analyzing, implementing, and designing computer systems for data collection, processing, quality control, production analysis, and networking.
4. Maintaining current computer programs and databases with periodic enhancements and upgrades.
5. Development and implementation of software solutions utilizing the full range of life cycle activities to include needs analysis, design, testing, deployment, and ongoing support.
6. SQL Server Database Administrator(DBA) duties, including;
   Installation, configuration and upgrading, design and implementation, maintain database security, create and maintain users and roles, assign privileges, database tuning and performance monitoring, planned growth and changes.
7. Establishing and maintaining sound backup and recovery policies and procedures.
8. SQL Development duties to include: Collect and document user's requirements. Create new, and tune existing complex rational queries and stored procedures for optimal performance. Design and develop database architecture for information systems projects.
9. Application design principles, practices, systems development, and analysis.
10. Troubleshooting software and hardware issues.
11. Documenting and maintaining application requirements and technical specifications.
12. Development, writing custom software.
13. Configuring software interfaces for microcomputers to solve business problems.
14. Developing management reports, graphs, and charts for departmental analysis and problem solving.
15. Work within tight deadlines, flexible schedules, and short turnaround times to ensure IT services for the company.
16. Assist MIS staff and Manager with priority projects, as needed.
17. Install, configure, and support, hardware and software on clients PC.
18. Develop and maintain desktop user's manual.
19. Provide network support and administration.

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20. Actively track status of assigned projects against due dates and communicate achieved objectives with Manager.
24. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:
Works in extreme hot, cold and other undesirable environmental conditions. Must be able to lift up to 50 lbs. Required to wear necessary safety protection when in applicable areas and comply with all safety policies and practices of MTE.

QUALIFICATIONS:
At a minimum, must possess a two-year degree in computer science, or related field, **and** three years' experience in business-based programming and analysis, or a four year degree in programming. Required to possess a valid Wisconsin Driver's License and carry own insurance with minimum MTE coverage requirements.

APPLICATION PROCESS:
1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:
Levi O'Kimosh, Human Resource Generalist
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150
Email:levio@mtewood.com
Fax: 715-756-2319
Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.