

Job Vacancy Notice

Listing Number: BON 19-11
Starting Wage: Between \$5,800 & \$7,800/Month

Posting Date: March 22, 2019
Closing Date: Until Filled

Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, Texas 78701
(512)305-6801

POSITION TITLE: Systems Analyst VI **CLASSIFICATION NUMBER: 0257**
(Information Resource Manager) **GROUP: B26**

WORK LOCATION ADDRESS: 333 Guadalupe, Suite 3-460 Austin, Texas 78701

PERSON TO CONTACT: Mark Majek (mark.majek@bon.texas.gov)

DESCRIPTION OF DUTIES:

Will serve as the agency information resource manager. Performs managerial, advanced, senior-level computer systems analysis work, such as planning, defining specific procedures for accomplishing tasks, staff requirements and use, equipment requirements, acquisitions and use, organizational structure and use of space. Manages and performs database administration, system/network administration, web design and administration, E-Mail systems, programming for the agency and management of all associated peripheral equipment. Supervises Information Services operations, user support and user training. See attached job description for specific job duties.

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Training: Minimum of 2 years managing IT staff. Familiar with current operating systems, email administration and database administration.

Education: Bachelor's degree from accredited college or university with major course work in computer science. Computer Continuing education, certification and/or experience may be substituted for college courses in computer science.

Personal: Good communication skills, capable of independent work and the ability to make decisions required.

Go to the agency website at www.bon.texas.gov for a job description and State of Texas application. Mail or email the State of Texas application to Mark Majek at the appropriate address above. Attach a resume and three business references to the job application. **If you need an accommodation(s), please contact Mark Majek at (512)305-6801 (Voice), (512)305-7401 (FAX).**