Systems Analyst

Arlington, VA

The Systems Analyst's role is to participate in the planning, design, development, and launch of efficient information systems and operations systems in support of core organizational functions. This individual will apply proven communication, analytical and problem-solving skills to help identify, communicate and resolve systems issues in order to maximize the benefit of IT systems investments.

1. Strategy & Planning - Assist in the planning, design, and development of new applications and systems, as well as enhancements to existing applications. Meet with decision makers, systems owners, and end users to define business requirements and systems goals, and identify and resolve business systems issues. Ensure compatibility and interoperability of in-house computing systems. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.

2. Acquisition & Deployment - Assist in the deployment of new applications, systems, and enhancements to existing applications.
Conduct research on hardware and software products to provide recommendations and to support purchasing efforts.

3. Operational Management - Create system design documents, requirements documents, and requests for proposals. Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions. Create systems models, specifications, diagrams, and charts to provide direction to system programmers. Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems. Provide orientation and training to end users for all modified and new systems.

Formal Education & Certification
    College diploma or university degree in the field of computer science, information science, management information systems, or business administration and 5 years related work experience.

Knowledge & Experience
- Proven experience in overseeing the design, development, and implementation of software and hardware solutions, systems, or products.

- Working technical knowledge of web based programming languages.
- Working knowledge of network and PC operating systems, including Microsoft Windows
- Working knowledge of current network hardware, protocols, and standards
- Extensive experience with core software applications, including account and loan servicing systems
- Ability to develop an excellent understanding of the organization's strategic goals and objectives

Personal Attributes
- Good project management skills.
- Excellent written and oral communication skills
- Excellent listening and interpersonal skills
- Ability to conduct research into systems issues and products as required
- Ability to communicate ideas in both technical and user-friendly language
- Self-motivated and directed
- Attention to detail
- Proven analytical and creative problem-solving abilities
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment

Work Conditions
- Occasional evening and weekend work to meet deadlines.
- Sitting for extended periods of time
- Ability to operate a computer keyboard, mouse, and to handle other computer components
- Occasional lifting and transporting of moderately heavy objects, such as computers and peripherals

If you would like to apply for the position, please send your resume and cover letter to estewart@ncb.coop.