Paul Bassar

From:	Tami Thornton
Sent:	Sunday, January 28, 2018 7:02 PM
To:	Paul Bassar
Cc:	Raheem Seecharan; Angie Hein
Subject:	Temporary Professional Services
Attachments:	Senior Systems Analyst.docx

Paul,

The Department of Information Technology is needing a temporary professional to assist their department for a one year assignment.

The duties and responsibilities of this position will be similar to that of the Senior Systems Analyst position (job description attached).

The estimated annual cost for this position is between $85,000 - $98,000.

Please use this information to solicit resumes from the various IT temporary professional service vendors.

Thank you,
Tami

From:	Paul Bassar
Sent:	Wednesday, January 31, 2018 10:43 AM
Cc:	Tami Thornton; Raheem Seecharan; Paul Bassar
Subject:	City of Hollywood seeking a Contractor (IT Senior System Analyst)
Attachments:	Senior Systems Analyst.docx

Vendor(s),

The City of Hollywood is seeking additional market research in acquiring an *IT Senior Systems Analyst* for a one year assignment (1,880 hours – 1,920 hours). Attached is the job description information; job summary, essential functions/responsibilities, education/experience, and certificates/licenses requirements. The City of Hollywood is seeking to fill this position early March.

The purpose of this email is to inquire if your company will be interested in fulfilling/recruiting for this position—if your preliminary answer is YES please respond via this email No Later Than 2/7/2018.

Instructions:

1. Please provide resumes of proposed candidates via this email No Later Than 2/26/2018 (6PM)
2. Acknowledge that your company will accept a Standard Purchase Order (PO): YES/NO
3. Confirm—if awarded a PO your company will maintain the required liability amount (Certificate of Insurance)
4. Provide your hourly rate for this position

Once resumes are reviewed, we will shortlist candidates and may/will request a "meet and greet" session to further gauge their experience. Pease continue to use this email for all correspondence/questions to include personnel in the Cc field.

NOTE—the City of Hollywood may commit or may not commit in issuing a PO for this requirement. Just conducting market research so that a decision can be made.
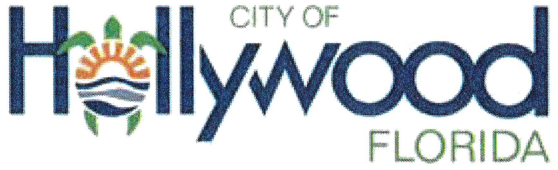
The City of Hollywood appreciates your consideration in fulfilling this immediate request.

Thank You

Paul A. Bassar
Director of Procurement & Contract Compliance
City of Hollywood
Office of the City Manager
2600 Hollywood Blvd Suite 303

P.O. Box 229045
33020-9045, FL 33022-9045
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CITY OF
Hollywood
FLORIDA

Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

City of HOLLYWOOD FLORIDA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

Job Title:	**Senior Systems Analyst**

Department:	Information Technology
Reports To:	Systems and Programming Manager
Supervises:	N/A
Pay Grade:	P6
EEO Class:	2C
FLSA Status:	Exempt
Class Code:	5224
Benefit Code:	Professional

JOB SUMMARY

Under direction of an Information Technology Manager, leads and coordinates activities of considerable difficulty in the development, implementation and integration of information systems. Responsibilities include researching and recommending complex systems solutions to solve business problems, extensive project management, preparing and evaluating responses to requests for information and requests for proposals, and integrating custom and vendor solutions into the City's existing technical infrastructure. The incumbent works with users and user management to ensure accurate and up-to-date operating systems. Work is reviewed through conferences and written reports for results obtained.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Analyzes the performance of existing and proposed computer systems in meeting departmental needs.
- Researches, analyzes, reviews, and recommends implementation of emerging technologies.
- Coordinates and conducts the planning and design of information processing systems involving multiple departments and mission critical systems.
- Analyzes application and operational issues with user departments.
- Develops custom software solutions as required; maintains existing software and implements bug fixes and changes as required.
- Trains user and technical personnel in new techniques and procedures.
- Analyzes and corrects software problems on computer systems.
- Maintains liaison with hardware and software vendors and evaluates new products.
- Makes recommendations on computer system enhancement and modification; establishes system procedural standards and enforces same..
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- Performs daily operational support, including application expansion within the City and addresses concerns with minimal oversight via team meetings.
- Maintains and updates user documentation for computer applications; conducts user training sessions.
- Provides high-level technical expertise and project management direction of multiple large scale information technology initiatives including technological research, analysis, design, development, and implementation of projects.
- Coordinates and conducts the planning and design of information processing systems involving multiple departments and mission critical systems; analyze application and operational issues with user departments.
- Must effectively and positively represent the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Must establish and maintain effective and professional relationships with work colleagues, supervisors and managers.
- Performs other job duties as assigned.

EDUCATION/EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:
- Possession of a Bachelor's Degree in Applied Computer Science, Business or Management Information Systems or closely related field from an accredited college or university
- Eight (8) years of experience in designing, implementing and integrating large scale computer systems
- Experience with Microsoft SQL Server and Microsoft .Net are required

Preferred:
- Possession of a Master's Degree in Applied Computer Science, Business or Management Information Systems or closely related field from an accredited college or university
- Microsoft Sharepoint and Microsoft Developer experience is preferred.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements

CERTIFICATES, LICENSES, REGISTRATIONS:

- Microsoft Certified Solutions Developer preferred
- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record

KNOWLEDGE, SKILLS AND ABILITIES:
- Knowledge of systems analysis theories, best practices, formal full project lifecycle development methodology and project management software (such as Microsoft Project).

- Ability to understand and write complex T-SQL statements.
- Knowledge of web application development.
- Knowledge of installing, maintaining, and upgrading computer systems.
- Ability to analyze large scale, complex business and management systems involving outside agencies and vendors and make sound information systems recommendations.
- Knowledge of emerging technologies, systems specifications, feasibility studies, and cost-benefit analysis.
- Skill in creating, interpreting and applying systems development and programming guidelines.
- Skill in troubleshooting complex computer system problems and make corrections.
- Ability to define complex user requirements, design, install, integrate and maintain complex information processing systems; ability to plan for conversion and integration of legacy data systems.
- Ability to communicate with all levels of management, staff, vendors and outside agencies effectively, both orally and in writing.
- Ability to lead and coordinate complex projects that include participation of multiple internal and external organizations and direct the work efforts of less experienced staff.
- Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers and the public.

PHYSICAL DEMANDS

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak and may occasionally be required to exert up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May require fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. . Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs.

COMMENTS:

I have received a copy of this job description, which is a guideline, or summary of the duties I am to perform. The description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job.

APPROVED:

_____

Employee Signature   Date

_____

Employee Printed Name

City of Hollywood, FL   Senior Systems Analyst   Updated: 5/15/15

Department Head Signature   Date