



Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

NOTICE OF JOB OPENING

INFORMATION TECHNOLOGY ANALYST

Applications Accepted April 4 through April 29, 2011

Monthly Salary Range: \$5,088 - \$6,184

Web Address: www.westlandswater.org

Job Description: The Information Technology Analyst position conducts comprehensive systems analysis studies; installs, modifies, and maintains personal computers, peripheral hardware and software; coordinates and administers information technology software/hardware products; diagnoses and troubleshoots malfunctions and coordinates repairs; develops and implements database policies and procedures and ensures data integrity; provides technical assistance to end users; and maintains appropriate security, licensing and documentation. This position reports to the District's Fresno Office. Normal work hours are from 8:00 a.m. to 5:00 p.m.

MINIMUM QUALIFICATIONS

Education: A bachelor's degree in Information Systems, Computer Science or a closely related field, and

Experience: One (1) year of fulltime, paid work experience equivalent to that gained as an Information Systems Analyst/Engineer.

Note: Additional qualifying experience may be substituted for the education on a year-for-year basis; **or**

- (1) Certification as a Microsoft Certified Professional (MCP), and CISCO Certified Network Associate (CCNA) or CISCO Certified Network Professional (CCNP), may be substituted for one year of qualifying experience; **or**
- (2) Certification as a Microsoft Certified System Engineer (MCSE) or Microsoft IT Professional Enterprise Administrator (MCITP – EA), and CISCO Certified Internet Work Expert (CCIE) may be substituted for two (2) years of qualifying experience.

Other Requirements: Possession of a valid Class C California Driver's license with a driving record acceptable to the District's automobile insurance provider.

Required Application Materials: Westlands Water District Employment Application and Supplemental Application available on line at www.westlandswater.org.

Resumes may be included; however, will not be accepted in lieu of required applications.

How to Apply: By mail or in office at Westlands Water District, P.O. Box 6056, 3130 N. Fresno St., Fresno, CA 93703. Office Hours: 8 a.m. to 5 p.m., Monday through Friday.

Emailed and faxed application materials will not be accepted.

The primary duties of the Information Technology Analyst position include, but are not limited to:

- Provides day to day administration, installation, upgrading, and troubleshooting of databases; coordinates interface applications and functions; assists users during and after conversion; implements or installs new systems; troubleshoots users' software related personal computer problems; performs the backup and restore process; and completes disaster planning.
- Maintains and monitors the District's databases by review of database design and integration of systems and recommending improvements; establishes and enforces database related policies and procedures; maintains security, performance, reliability and integrity of data; and audits database usage.
- Defines, designs, integrates, installs, and maintains enterprise, distributed, web-enabled, client/server, desktop, Internet, Extranet, Intranet, and computer systems; tests and reports on various software products; provides quality assurance of products by identifying and documenting defects; and evaluates and recommends database software packages.
- Configures, installs, and maintains network hardware, routers, access list, network firewalls, gateways, servers, and related systems.
- Monitors and troubleshoots hardware using network hardware diagnostic tools; organizes, develops, modifies, implements and maintaining systems software required to support network servers and the infrastructure; helps install and configure operating system such as UNIX, WINDOWS, or LINUX; and assists in designing and maintaining District web sites.

Selection Process

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a panel interview. Successful candidates will be placed on an eligibility list.

If you need special accommodation for the interview due to a qualifying disability, please contact the Human Resources Department at (559)241-6206 immediately.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Questions? Contact the Human Resources Department at (559) 241-6206.

WESTLANDS WATER DISTRICT EMPLOYEE BENEFITS

- **Retirement Benefits:** Benefits are provided through CalPERS; 2% at 55 years. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- **Health Benefits:** Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members.
- **Dental Insurance:** The District contributes 100% of the premium for the employee and the employee's eligible family members.
- **Vision Insurance:** The District contributes 100% of the premium for the employee, and the District and the employee share the premium for the employee's eligible family members.
- **Life Insurance:** The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- **Holidays:** Employees receive eleven (11) paid holidays.
- **Vacation and Medical Leave:** Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- **Disability Insurance:** The District covers 100% of the premium for the employee.
- **Employee Assistance Program:** Available to employees and their household members.

Optional District Benefits include:

- Additional Life Insurance
- Section 125, Flexible Spending Plan
- Eligibility to join District's two sponsored credit unions: Golden One or State Center Credit Union

NOTE: The District does not participate in Social Security or State Disability Insurance.