



District of Columbia Housing Authority

Vacancy Announcement

Central Office

VACANCY ANNOUNCEMENT # 18-50(A)

(This Announcement amends area of consideration and opening and closing dates)

Title: Applications Analyst	Department: Office of Information Technology
Grade: DS-2210-12	Salary Range: \$72,731,423 pa - \$94,897 pa
Opening Date: 07-24-18	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Provides diagnosis and resolution of application, database and related data issues, and the development of solutions.
- Supports all software, web and database applications used by the Authority including the Visual Homes system, Kronos Payroll and other Enterprise level applications; assists with the installation and upgrades for these systems and provides ongoing support in their effective use.
- Troubleshoots software and web-based applications which utilize various Authority databases; identifies and resolves problems with application software and databases.
- Participates in vendor communications, installations, testing, documentation, and the diagnosis and resolution of problems.
- Provides set up and configuration of applications; executes the modification and/or configuration of software applications to resolve issues.
- Installs, documents, tests, program/script, and troubleshoots applications and databases on Windows system.
- Develops solutions and application links.
- Analyzes system capacity and modifies procedures to solve interface problems.
- Designs, writes, tests, debugs, and maintains software applications to meet technical and functional requirements.
- Interfaces with multiple channels depending on scope to provide demos and application walk-throughs and trainings.
- Develops and manages effective working relationships with departments and personnel with whom work must be coordinated or interfaced.
- Monitors applications for compliance to IT standards and policies.
- Provides training and assistance for users, programmers and other staff.
- Prepares and maintains reports using application reporting tools.
- Installs and/or programs appropriate software and web-based applications which utilize various Authority databases; identifies and resolves problems with application software and databases.
- Performs other related duties as assigned.

Qualification Requirements:

Bachelor of Science degree (B. S.) from an accredited college or university in computer science or related field, and a concentration in software applications; and at least four years of related experience. Experience in application administration (able to administer and support on a WAN); Net experience (Web developing); Programming experience; working knowledge of accounting/financial applications, preferably in an ERP environment; SQL Server and data management experience; or other equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted.

Must be a Microsoft Certified Applications' Developer or Microsoft Certified Database Administrator or possess other equivalent certifications. (over)

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

Note: *Failure to respond to all ranking factors will eliminate you from consideration.*

Ranking Factor #1: Knowledge of software development life cycle, including programming, user acceptance testing and implementation.

Ranking Factor #2: Knowledge of database development and maintenance procedures, current programming languages and web-based application development.

Ranking Factor #3: Working knowledge of application support, development tools and methodologies; technical knowledge in the support of software applications and various system environments.

Ranking Factor #4: Excellent planning and organizational skills.

Other Significant Factors:

- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202)535-1618.
- This position is in the Collective Bargaining Unit represented by AFGE Local 2725

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER