



State of Montana

Project Specific Job Description

Computer Systems Analyst/Developer

Job Title:	Computer Systems Analyst/Developer	Job Category:	Staff Augmentation
Department/Group:	Montana Office of Public Instruction	Job Code/Req#:	N/A
Location:	Helena, MT	Travel Required:	No
Level/Salary Range:	Dependent on Experience	Duration:	As-needed
Supervisor/Manager:	Michael Sweeney	Contact Information:	(406) 444-4411 msweeney@mt.gov

Job/Project Description

An experienced computer systems analyst is being sought to perform software development tasks on an as-needed basis for the Montana Office of Public Instruction (OPI). The computer systems analyst will assist other OPI staff in developing, supporting and maintaining software systems. The computer systems analyst supports a wide variety of custom developed, commercial off-the-shelf systems and platforms, including on-premise and hosted (cloud) solutions. The computer systems analyst performs all aspects of software development, including requirements gathering and business analysis, design, coding, testing and documentation.

Staff Augmentation Duties

Computer Systems Analyst/Software Developer

Primary duties and skills:

- Knowledge of and experience with programming in a web-based .NET environment.
- Knowledge of and experience with Microsoft SharePoint and Dynamics/CRM.

Other important skills:

- Strong verbal and written communication skills, including customer service skills, are essential. The ability to build and maintain effective working relationships with customers and peers of a variety of skill levels is also necessary.
- Effective critical thinking and problem solving techniques along with a passion for data accuracy and attention to detail are also necessary.
- An understanding of the theories, principles, practices and procedures associated with software design and interfacing with relational databases.
- Experience with understanding and complying with established development standards.
- Experience with deploying and supporting commercial-off-the-shelf (COTS) systems, including traditional on-premise systems and cloud-based solutions.

The following summarizes the expectations and agreed-upon terms of this Statement of Work (SOW):

- Services shall be provided on an as-needed basis;
- the OPI provides no guarantee of a minimum or maximum of hours for this SOW;
- all hours billed and work conducted under this SOW must be pre-approved by Michael Sweeney, OPI Systems Development Bureau Chief; and
- the contractor shall perform work on-site in Helena, unless otherwise arranged.



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Invoices shall be sent to Michael Sweeney, OPI Systems Development Bureau Chief at:

msweeney@mt.gov

Montana Office of Public Instruction

PO Box 202501

Helena, MT 59620

This Statement of Work is agreed to by:

Vendor

Date

CIO, Department of Administration SITSD Date
or Authorized Representative

Michael Sweeney,
Office of Public Instruction

Date