



## Senior IT Systems Specialist

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**DEPARTMENT:** KCE - King County Elections  
**DIVISION:** Technical Services  
**SALARY:** \$84,816.99 - \$107,510.21 Annually  
**LOCATION:** King County Elections - 919 SW Grady Way, Renton, WA 98057-2906  
**JOB TYPE:** Career Service, Full Time, 40 hrs/week  
**CLOSING DATE:** 05/12/21 11:59 PM

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### SUMMARY:

**King County Department of Elections** is searching for an energetic and resourceful professional who likes to "**get stuff done.**" The Senior IT Systems Specialist position in the Elections Department combines an exciting environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

The Senior IT Systems Specialist is a hybrid job of data analyst, IT business analyst and application developer. It is focused on analytics, data visualization, business customer interactions; as well as SQL query development, support of small internal applications and web maintenance reporting to the Information Technology Division Director. Ideal candidates will be comfortable working solo or in a very small team and be the primary business customer interface able to understand and analyze the outputs of business processes. They will have adequate Microsoft Power BI skills, C# skills and will be versed in Visual Studio development tools and the Microsoft ecosystem. Candidates will also have experience creating and maintaining SQL queries, retrieving data, and understanding data sets and databases. Highly desired is experience with data visualization for both internal and public consumption.

**Who We Are:** King County Elections (KCE) manages voter registrations and elections for more than 1.4 million voters in King County, the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open and accurate elections. As a leader in providing inclusive elections, KCE is focused on three key priorities – (1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at [www.kingcounty.gov/elections.aspx](http://www.kingcounty.gov/elections.aspx).

**Who May Apply:** This position is open to all qualified applicants. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process.

**Materials Required to Apply:** A completed online King County employment **Application** at [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) and a **Resume** and **Cover Letter** are required and should be attached before submitting your application. The cover letter should describe how your skills and experience meet or exceed the requirements of the job.

**Work Location(s):** This position is located at Renton Elections Building, 919 SW Grady Way, Renton, WA 98057. Through 2021, the majority of the work will be telecommuting. When the KCE Vote Centers are open throughout King County during an election, travel and work may be required at these centers.

**Work Schedule:** This position is exempt from the provisions of the Fair Labor Standards Act (FLSA) and is not overtime eligible. The workweek is typically 40 hours per week, 7:30 a.m. to 4:30 p.m., Monday through Friday. Candidates are required to be available to work additional hours, typically evenings, during the Election cycle and as needed to support the business or to respond to service issues or failures.

### **JOB DUTIES:**

- Elicit, analyze, specify, and validate the business needs and document requirements.
- Power BI development and administration.
- Support, develop, and enhance internal technology systems using Microsoft .NET platform with Microsoft Visual Studio and SQL Server Management System.
- Develop and maintain documentation for applications and systems and maintain the code base in Azure DevOps .
- Write end-user documentation and/or provide application-specific training to end users.
- Translate data into informative and user-friendly visuals and dashboards.
- Create SQL queries to obtain and compare data.
- Maintain small inhouse applications and backup support for web apps.
- Plan and participate in testing.
- Perform root cause analysis on both systems and business process data output.
- Develop and implement data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.
- Connect and acquire data from disparate sources, create databases to import data, and transform data for business intelligence.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

- Skill in posing critical questions, analyzing and prioritizing customer, security, legal and regulatory requirements into system and software requirements.
- Strong analytical and strategic skills; ability to synthesize complex information into useful reports.
- Skill in using data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- Skill in data visualization and business intelligence.
- Skill in .NET development in the Microsoft Enterprise Suite – C#, .NET, Visual Studio, and SQL Server Management Studio.
- Ability to implement row level security on data and have an understanding of application security layer models in Power BI.
- Familiarity with NoSQL and non-relational data storage designs.
- Ability to take on opportunities and challenges with energy and enthusiasm contributing new ideas for the success of the department.
- Ability to work as a collaborative team player with a customer focused approach to their work; yet also able to work independently.

- Ability to secure and utilize all resources and tools effectively and efficiently to accomplish work.
- Ability to work in an environment with set delivery schedules that is cyclical throughout the year and with varied support hours and days.
- Strong written and oral communication skills for interacting with business customers and peers including meeting facilitation.

**SUPPLEMENTAL INFORMATION:**

Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles.

**Union Representation:** This position is represented by Protec17 - IT

**Temporary Telecommuting Requirement**

Some of the work associated with this position will be performed [remotely](#), at least through July 5, 2021 in compliance with [King County's telecommuting mandate](#). Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. There will be situations where the employee is required to report to a County worksite. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

**Forbes recently named King County as one of Washington State's best employers.**

**Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.**

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion,

transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

### To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

### For more information regarding this recruitment, please contact:

Reeshema Lewis  
Sr. Human Resources Analyst  
Reeshema.Lewis@kingcounty.gov  
(206) 263-8413

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2021RL13378  
SENIOR IT SYSTEMS SPECIALIST  
RL

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[reeshema.lewis@kingcounty.gov](mailto:reeshema.lewis@kingcounty.gov)

An Equal Opportunity Employer

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## Senior IT Systems Specialist Supplemental Questionnaire

- \* 1. Please select your level of skill in data visualization?
  - Beginner
  - Intermediate
  - Advanced
  - I do not have this experience but willing to learn
- \* 2. Please select your level of experience and knowledge of .Net development in the Microsoft Enterprise suite.
  - Beginner
  - Intermediate
  - Advanced
  - I do not have this experience but willing to learn
- \* 3. Please select your level of experience and knowledge of JavaScript.
  - Beginner
  - Intermediate
  - Advanced
  - I do not have this experience but willing to learn
- \* 4. How would you go about eliciting requirements from business partners? Be specific and include how you would probe for details to make sure you understand the requirements.

- \* 5. Which of the following best describes your response to the following question: Are you applying to this position as a Priority Placement Program Participant and is this position the same or lower percentage of full-time and do you possess the skills and abilities to qualify for this position?
  - Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff AND the position I was laid off from was the same or a higher percentage of full-time status when compared to this one.
  - No
- 6. If you answered yes to the question above and you are applying for this position as a Priority Placement Program participant, to be considered you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
- \* 7. This position requires a COVER LETTER and RESUME. If you have not yet attached or pasted in your resume and cover letter you may still do it at this point in the application process. Have you included a resume and cover letter with your application?
  - Yes
  - No
- \* Required Question