

**Job ID:** RF052311A  
**Job Title:** Senior IT Analyst  
**Degree Requirements:** BA / BS  
**Years of Experience:** 4 - 7  
**Type of Position:** Direct Hire  
**Location:** North East of Atlanta, GA  
**Salary Range:** \$70K - \$75K D.O.E  
**Travel Required:** Less than 20%

**IMMEDIATE NEED** north east of Atlanta, GA for a Senior IT Analyst who has a Bachelor's Degree and a minimum of 4 years work experience. Relocation assistance is budgeted for this position.

The **MUST HAVE** items for this position are:

- U. S. Citizenship or Permanent Resident
- Bachelor's Degree
- 4 - 7years work experience
- Experience in System Development Life Cycle and Passport methodology
- Experience in IT Project Management
- Windows based application support
- Window security design
- Strong analytical skills
- Supplier Management experience
- VoIP & Wireless Technology experience
- MS Access databases & Visual Basic Tools
- Expertise with MS Office ( Word, Excel, Access )

**PLUSSES** in this position are:

- Advanced degree
- PMP Certification

**THE RESPONSIBILITIES** of this position include but are not limited to:

- Project Management for Information Technology Projects
- Coordinate activities associated with department
- Refresh / upgrade 3 servers in 2011
  - Upgrade of Windows-based production Applications
- Retire of Secure Perfect / Replace with Facility Commander
- Retire Keyflow / replace with Wind Chill
- Retire Keyfile / replace with Doc Central
- IT policy compliance / audit support
- Provide project management expertise to IT related projects: maintain project plan, provide documents for project funding, prepare passport reviews with management team & maintain ongoing plan timeline & budget metrics
- Coordinate Intel / HP server hardware with Windows 2008 operating system upgrades which require analysis of & resolving interoperability concerns, coordination of rollout of production applications to new infrastructure including:
  - Windows-based MS Access 2003/2007 production applications
  - Visual Basic, code 39 barcode symbology
  - Migration of production databases to SQL 2008 from SQL 2000 / 2005
  - Upgrade legacy facility security management system
- Provide IT solutions to business concerns.
- Be the catalyst & liaison for new / modified process development
- Map process & prepare process requirement documents
- Identify & define application changes to support next generation products

- Manage supplier activities including: generate scope of work / request for quote documents, manage contract review & negotiation, prepare supplier performance metrics, coordinate activities of outsource program development resources
- Ensure IT policy compliance through enforcement of robust security, adherence to software development lifecycle guidelines & audit of IT-related processes.
- Support continuous improvement of IT processes using employer's standard methodologies

If you meet these requirements and wish to be considered for this position, send your résumé to us using Word 97 -2003 at [Resumes@PinnaclePlacementGroup.com](mailto:Resumes@PinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

**In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position.**

**KEY WORDS:** U. S. citizenship, IT, Information Technology, Keyflow, Keyfile, SQL 2000, SQL 2005, SQL 2008, Secure Perfect, facility commander, Doc Central, Wind Chill, project manager, project management, pmp, pmi, System Development Life Cycle, Passport methodology, supplier manager, MS office, word, excel, access, Visual Basic, symbology, code 39 barcode symbology, VoIP, Wireless Technology