



## Technology Consultant: Business Analysts

The Mississippi Department of Information Technology Services (ITS), Information Systems Services (ISS) Division is seeking qualified persons to fill the roles of business analysts.

### JOB SNAPSHOT

**MONTHLY BASE PAY:** \$2,850.00

**EMPLOYMENT TYPE:** Full-Time

**JOB TYPE:** Information Technology

**EDUCATION:** BS/BA degree or an IT-related AA degree with IT work experience

**INDUSTRY:** Government-Civil Service

**REQUIRED TRAVEL:** Not Specified

### JOB DESCRIPTION

Technology Consultants serving as business analysts assist Mississippi state government agencies procure IT hardware, software and/or services solutions. Technology Consultants serving as IT business analysts develop the following skills and abilities:

- Expertise in IT project management, analysis/requirements definition, and/or technical specification research;
- Expertise in IT procurement, bid/proposal analysis, and/or contract negotiation/monitoring;
- Ability to develop, track, and manage project work plans;
- Expertise in technical writing;
- Expertise in meeting facilitation;
- Expertise working within outlined standards;
- Ability to quickly and efficiently manage multiple tasks and projects in a fast-paced, dynamic environment;
- Ability to work effectively with clients and vendors to plan, analyze, evaluate, implement and/or manage IT projects; and
- Ability to mentor other employees.

## **JOB REQUIREMENTS**

Successful candidates have formal education in information technology with a desire to contribute toward a business function in state government. Qualified persons must have BS/BA degree or an IT-related AA degree with IT work experience. IT work experience can be substituted for IT education on an equal basis.

### **Professional Skills Required for this Role:**

- Must have strong oral and written communication, customer services, and time management skills.
- Must have strong presentation skills.
- Must be able to work effectively with a team to accomplish team projects and solve technical problems.
- Must be able to work within outlined standards.
- Must have user-level skills with Microsoft Office Suite products, such as Word, Excel, and PowerPoint.

## **HOW DO I APPLY?**

If you are interested in applying for this position, please email your resume to [ISS.RECRUITING@ITS.MS.GOV](mailto:ISS.RECRUITING@ITS.MS.GOV).

ITS is an equal opportunity employer. Technology Consultants work in a professional, consulting environment with ongoing opportunities for continuing education.