



## **Systems Analyst**

### Winnetka Park District

**Contact Name:** Alisa Kapusinski

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**Closing Date:**

**Salary:** \$32.23-\$38.68 per hour based on experience and qualifications

#### **Description:**

The Systems Analyst serves as the District's internal resource for technology systems, software platforms, and IT support. This position works closely with the District's contracted IT provider to maintain reliable technology operations, support staff, and improve system efficiency.

#### **Key Responsibilities:**

- Provide help desk support for computers, phones, networks, and Microsoft Office applications.
- Troubleshoot technical issues and coordinate with the contracted IT provider for advanced support, system updates, and cybersecurity monitoring.
- Serve as system administrator for RecTrac, Tyler Technologies, and other District software systems.
- Set up and maintain workstations, meeting technology, and surveillance equipment.
- Train staff on software platforms and technology best practices.
- Maintain inventory of IT equipment and manage user access to systems.
- Assist with technology purchasing, budgeting, and system improvements.

The Systems Analyst reports to the Director of Recreation + Facilities.

**Work Hours:** This position works at least 40 hours per week, exclusively onsite. Work hours are generally Monday through Friday, 8:30 am to 5:00 pm. The start and end times may be flexible based on the employee's needs. Depending on the District's needs, Board of Commissioners meeting schedule, and special events, the employee may work additional or flexible hours, including evenings and weekends.

To view the full job description, [click here](#).

Please apply at [Winpark.org](http://Winpark.org)