



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**  
**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Information Technology (IT) Business Analyst  
**Division:** Information Technology  
**Salary:** \$50,000 - \$75,000 subject to experience  
**Location:** Springfield, Illinois

**Overview:** This is a professional level position that will act as a primary contact with Treasurer's Office clients to help them design and adopt solutions that will make their jobs easier. This role will evaluate evolving business requirements, improve business processes and help Treasurer's Office clients communicate and collaborate successfully, while utilizing technology solutions effectively and efficiently. This role will focus on digital, web platforms and collaboration technologies and will find new and innovative ways for the Treasurer's Office to communicate and to collaborate securely through the use of technology.

**Duties and Responsibilities:**

- Communicate (verbal and written) with the Treasurer's Office to collect business requirements.
- Collaborate with Treasurer's Office, IT, external suppliers to deliver digital, web, and collaboration solutions which meet business requirements.
- Deliver, maintain and enhance digital, web, and collaboration solutions, including portal, content management system, search, digital asset management and workflow to meet evolving business requirements.
- Provide primary support for Treasurer's Office intranet and management.
- Enable collaboration in the Treasurer's Office using social networks.
- Develop wireframes, workflows and other analysis-type documentation.
- Increase user adoption and drive sustainment of digital, web and collaboration solutions.
- Proactively research new technology continually looking for ways to improve the overall effectiveness of digital, web and collaboration technology within the Treasurer's Office.

**Specific Skills:**

- Experience with intranet, internet web platforms, project management and analysis tools.
- Experience with communications and collaboration tools, salesforce.com and SharePoint a plus.
- Proficient with the Microsoft Office Suite (specifically Outlook, Word, PowerPoint, and Excel).
- Organized and detailed-directed problem solver with strong leadership capabilities.

**Education and Work Experience:** Bachelor's degree in a related field. Minimum 5+ years of programming or IT related experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Application Process:** Send completed application including letter of interest and resume via email to:

**Chief Operating Officer**

**Email: [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

**[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)**

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

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Illinois Business Center  
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Myers Building  
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