



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION: Information Technology Specialist 2 (Support Specialist)

SALARY: Range 54 -- \$46,884 to \$61,512 DOQ

LOCATION: Olympia, Washington

OPENS: August 29, 2016

CLOSES: Application packets must be received by 5:00 pm on September 9, 2016 to be considered.

The Office of the State Treasurer is looking for a motivated candidate to be responsible for and act as the agency's point of contact for internal and external customers regarding access to the OST's Treasury Management application system. The most successful candidates will have acute attention to detail, exceptional customer service skills, ability to communicate effectively (verbally and in writing), and document and resolve problems related to accessing web-based application systems.

Scope of Responsibility/Work Activities

Typical responsibilities and duties include, but are not limited to:

- Administer access to the Treasury Management System (TM\$) and provide support to both internal and external customers. Define and maintain applications standards and controls. Develop procedures and forms to establish access to the TM\$ application.
- Administer TM\$ application build process. Execute all builds for applications development/modified by OST staff. This includes updating application code, installing latest updates and patches, documenting changes and certifying system functionality. The build process covers five separate TM\$ environments including two production (internal and external/SAW), two beta/test (internal and external/SAW) and hot site.
- Manage access to OST supported applications. Define user profiles, verify authorization and enable access. Execute all builds for this application, including updating application code, installing updates and patches, documenting changes and certifying system functionality.
- Control access to agency Secure File Transfer (SFT) site. Define procedures and forms to establish access. Define new ID's, unlock accounts and reset passwords as needed. Notify client agencies regarding any planned or unplanned outages.
- Perform web page maintenance and updates for the agency's public web site.

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5132, or via email to Stacy.Pierson@tre.wa.gov.

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

Desirable Qualifications

- A Bachelor’s degree in computer science, information technology or other closely allied field.
- Two or more years of professional experience in providing customer service in information technology.
- Excellent customer service skills, accuracy and attention to detail, strong interpersonal skills, plus the ability to communicate clearly in writing and verbally.
- Have strong organization and time management skills.
- Be able to think critically and analytically.

Hours of Work

Applicant must be willing and able to work our standard business hours of Monday through Friday, 8:00 am to 5:00 pm. *Position responsibilities may require occasional work hour changes.*

To apply for this position go to the Office of the State Treasurer's website at:

<http://www.tre.wa.gov/aboutUs/careers/jobOpenings.shtml>

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included
- A list of professional references.
- A completed OST application form with valid contact information for previous employers.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
 Attention: Stacy Pierson
 P.O. Box 40200
 Olympia, WA 98504-0200

email: stacy.pierson@tre.wa.gov

or fax: (360)704-5132

Application materials will be screened for the purposes of determining who will be selected for an interview.

If you have any questions regarding this recruitment, please contact Stacy Pierson at the email address above.