External Posting Date: 9/28/2026 – 10/12/2026
Extended External Posting Date: 10/12/2026 – 10/26/2026

JOB POSTING

Information Technology
Business Analyst II

Help shape technology solutions that improve how we serve our local community!

The IT Department with Cranberry Township, Butler County, is looking for candidates for a Business Analyst II position who can connect the dots between people, processes, data, and technology. Cranberry Township is a growing, vibrant residential and business community and as a Business Analyst the incumbent for this position will work closely with other Township departments and teams to understand challenges, define practical solutions, and help optimize key systems used by the Township and its customers.

This position is based out of the Township's office location and requires regular in-office presence. While some availability for occasional remote work and limited remote work after one (1) year of employment may be available, it is not a fully remote role.

What You'll Do

As a member of our team, the successful candidate will, among other job duties:

- Conduct user and business needs analysis to identify, define and implement IT application solutions to meet user and organizational needs.
- Implement software changes and new software applications; Serve as a liaison with software vendors
- Provide application training, user documentation, troubleshooting and overall support to departments for IT products and services.
- Create and maintain automated reporting systems and data imports and exports for ongoing operations of Township systems and databases.
- Develop and maintain SQL queries, views, and data models that support reporting, dashboards, and downstream analysis.
- Support solution design, testing, implementation, and change management associated with the successful execution and completion of assigned projects.
- Configure software security and auditing to meet industry best practices

Who You Are

We are looking for someone who is passionate about having a meaningful role in shaping how technology supports Township operations and our community. using their technical skills for meaningful work. You enjoy collaborating with others, solving problems, and creating systems that make people's jobs easier and services better and meet the following criteria:

Required Qualifications

Education/Training: Bachelor's degree in information systems, computer science or engineering, or related field

Experience: Three (3) years of experience as an IT Business Analyst, including one (1) year of SQL scripting/report writing

EQUIVALENCY (Work Experience/Education): Work experience may be substituted for education/training on a year for year basis if the application clearly shows the required number of years for either position (based on the sum of work experience and education/training listed above).

Applicants must have a valid Driver's License.

Preferred Qualifications

Experience: Five (5) years of directly related experience including at least two (2) years of work with SQL database reporting

Certifications: SQL and/or Business Intelligence certifications

Necessary knowledge, skills and abilities for this position include, but are not limited to:

- Knowledge of
  - Systems analysis principles, practices, and techniques
  - Database security best practices and compliance standards
  - Business functions and processes and application products and packages
  - Role based security in software applications
- Skill in
  - Analyzing data and issues and making sound recommendations regarding business processes
  - Interacting with end users to analyze their needs and to detect, define and to resolve problems
  - Supporting and troubleshooting complex technical issues spanning multiple applications
- Ability to
  - Identify and analyze end-user problems and develop practical technological solutions
  - Research, design, implement and maintain various software technology solutions, including new technology
  - Translate technical terminology into terms understandable to end-users

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What We Offer

An opportunity to work in a collaborative environment and contribute meaningful work that drives innovation and efficiency and directly supports the services and amenities that make Cranberry Township a top-tier community.

Wage and Benefits

Approximate Hourly Wage Range: $33.00-$36.00/per hour but will be determined based on the successful candidate's qualifications, plus our fringe benefits package.

Fringe benefits include, among other things, health, dental and vision benefits and a generous deferred compensation plan. Specific questions regarding benefits can be sent to Human_Resources@cranberrytownship.org

Position Contact Information:

Individuals interested in this position should submit an application to http://www.cranberrytownship.org/employment by October 26, 2026.

EOE/M/F/D/V