

JOB POSTING

Information Technology Business Analyst I OR II

Position Summary

Cranberry Township, Butler County, is seeking applicants for one (1) full-time Business Analyst position (I or II) within the Information Technology Department. While both the Business Analyst I and Business Analyst II qualifications are both included here, applicants should be aware there are **two SEPARATE job openings on the Township employment page and applicants will be considered for the position they apply to only.** Applicants should review both openings and associated qualifications when determining which position to apply to (I or II), as they *must meet the minimum qualifications for the applicable job opening they apply to.*

Our municipality is a growing residential and business community and as a Business Analyst the incumbent for this position will play an integral role in ensuring high quality service delivery by connecting business needs with effective technology solutions. As a Business Analyst you will support the use, development and analysis of technical resources and systems associated with the Township's operations and business needs, including the configuration and optimization of key systems utilized 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
- Provide application training, user documentation, troubleshooting and overall support to departments for IT products and services.
- Research and seek ways to continuously improve and streamline processes, procedures, and standards to gain efficiencies, eliminate redundancies and enhance the delivery and security of Township services
- Create data imports and exports for ongoing operations of Township systems and databases
- Create and maintain automated reporting systems
- Develop and maintain SQL queries, views, and data models that support reporting, dashboards, and downstream analysis

- Ensure the successful execution and completion of assigned projects; develop solution testing plans and strategies to ensure appropriate results prior to final implementation; review solution defects and make strategy adjustments as needed
- Configure software security and auditing to meet industry best practices
- Serve as a liaison with software vendors

Who You Are

We are looking for someone who is passionate about 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

Business Analyst I

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

Experience: One (1) year of experience as an IT Business Analyst

Distinguishing Characteristics: This level performs more routine tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters as allocated to the Business Analyst II position.

Business Analyst II

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

Distinguishing Characteristics: This level performs a full range of routine to complex tasks and duties. Employees at this level have the ability to perform with greater latitude in initiative and independent judgment on matters than is allocated to the Business Analyst I position.

Business Analyst I and II

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 for either position must have a valid Driver's License.

Preferred Qualifications

Business Analyst I

Experience: Two (2) years of work with information systems and database applications with 1 year of SQL scripting/reporting

Business Analyst II

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
 - Best practices and current trends in the IT field and software solutions
 - Database security best practices and compliance standards
 - Business functions and processes and application products and packages
 - Principles and practices of business analysis
 - Role based security in software applications
- Skill in
 - Understanding technical problems and solutions in relation to current, as well as future, business environment
 - Interacting with end users to analyze their needs and to detect, define and to resolve problems
- 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

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: \$28.00-\$36.00/per hour, but will be determined based on applicable Business Analyst level and successful candidate's qualifications, plus our fringe benefits package.

External Posting Date: 7/6/2026 – 7/20/2026

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 July 20, 2026.

EOE/M/F/D/V