

Toolkit

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JOB DESCRIPTIONS

These are NOREX Member-contributed job descriptions in the areas of applications, business analyst, change management, CIO, Director, communications, DBA, enterprise architecture, GIS, help desk / service desk, IT manager, network systems, operations, procurement, project management, quality assurance and compliance, security, training and web development. | TK010

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Roles, Responsibilities, and Interview Templates

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IT ADMIN INTERVIEW QUESTIONS The following are example questions for an IT Administrative Assistant job applicant. 1 Page (20-1234)

TECHNICAL SYSTEMS ANALYST INTERVIEW QUESTIONS These questions are appropriate for use in a search for a Technical Service Analyst, or TSA. 2 Pages (20-1011)

PROJECT MANAGER EXPECTATIONS A Member shares three major characteristics of a good Project Manager. 2 Pages (20-797)

IT JOB FAMILY SUMMARY These descriptions show the differences between job levels for IT analysts and specialists. 3 Pages (20-693)

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JOB DESCRIPTION TEMPLATE This template describes the essential functions of a position and gathers information to identify both common and unique requirements for all positions throughout the company. 8 Pages (20-170)

IT ROLES & RESPONSIBILITIES This is a brief overview of what owners, stakeholders, support staff, and impact analysis participants are responsible for. 1 Page (20-001)

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