The Accela Implementation Team is responsible for providing support for the implementations of the Accela Civic Platform. Working with the Implementation Team, the Implementation Specialist will assist with:

- Capturing Business Requirements during Gap/Requirements gathering Sessions with clients
- Configuration of the Accela System
- Development of Report Specification Documents
- Training of Client Teams

Accela Software enables government to accept applications and fee payment online, coordinate the review of applications and the renewal of licenses. It leverages agency GIS to augment information provided on the application, locate the project in the field. Inspection apps allow government staff to perform inspections and document findings using checklists in the field without returning to the office to complete the reports.

Using Accela for government functions benefits the citizens by providing transparency to the application process, inspection results and permits issued. Governments also benefit through streamlining review process, eliminating redundant data entry and facilitating contactless collection of fees and applications.

Specific Responsibilities

The job of the Implementation Team is to take complex government processes and embed them in solutions on the Accela Civic Platform. Our solutions will be used by local and state government agencies.

The Implementation Specialist is a subject matter expert in one of the following categories: government process, software applications, database & reporting, and/or business analysis.

The Implementation Specialist will participate in SEP Technology's delivery of Accela Civic Solutions, educational/training sessions, and report development for new and existing customers.

Basic Qualifications

Bachelor's Degree and SEP expects applicants to have up to 4 years of experience in software development or experience with government permitting & licensing processes.

Required Qualifications

- Outgoing, confident personality that will enable the successful applicant, with experience, to gain the ability to lead customer facing sessions.
- Attention to detail that result in a clear understanding of the requirements provided by applicants of the Accela solution.
- Strong communication skills, both written and verbal, are essential.
- Excellent customer facing skills with the ability to explain technical items to non-technical users
- Ability to work independently. Responsible for own work assignments and able to take the initiative to resolve problems and meet deadlines. A successful candidate will be able to multi-task in a fast-paced, deadline-driven environment.
- Degree in computer science, information technology, public administration or equivalent preferred.

What Will Put You Ahead

- Previous practitioner or implementation experience of the Accela Civic Platform.
- Knowledge of or experience with local or state government particularly building department, planning department, environmental health or equivalent.
- Experience with software package implementations, enhancements/modifications, and rollouts.
- Experience with Business Analysis, specifically as it applies to the implementation of new software.

About SEP Tech

SEP Technology Consulting, LLC ("SEP Tech") offers expert solutions to help clients with pressing and complex problems. Our consultants have extensive backgrounds in the fields of information technology, project management, finance, risk management, and operations. This breadth of experience in both the private and public sector enables us to deliver superior results for our clients no matter how complex their business need.

SEP TECH IS COMMITTED TO DIVERSITY, EQUITY, AND INCLUSION

We are an equal employment opportunity employer and will consider all qualified candidates without regard to disability or protected veteran status.

To apply, send your resume and cover letter to hr@septechconsulting.com