

WASHINGTON COUNTY
Job Description

JOB TITLE: Programmer & System Analyst

Exempt (Y/N): Yes

DEPARTMENT: Information Systems

DATE PREPARED: October 2011

SUPERVISOR: Technology Director

SUMMARY:

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging f computer system. Assist in developing systems specifications including design, programming, documentation, test and conversion. Interacts with users to identify current operating procedures, verify program objectives, and resolve problems. A large degree of creativity and latitude is allowed for objectives within scope of a current system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Programming and Systems support for multiple County departmental program and systems.
2. Support of the system process, responsible for programming as needed.
3. Assist with support of the system processes.
4. Admin Support: On call 24/7 as needed. Backup to theIT Department .
Help with projects, procedures, and processes as needed, maintain computer room security and maintenance.
5. Responsible for software administration and hardware support for the County.
6. Analyst of programs and systems functions and operational efficiency for the system for the County.
7. Compile and assist with various computer and program functions such as payroll, etc.
8. Contact with County Elected Officials and Department Heads for computer and programming opportunities and concerns.
9. Maintain the hardware and software.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE:

Broad knowledge of such fields as computer programming, systems, business administration, finance, etc. Equivalent to four years of college, plus four years related experience and/or training and three years of project management experience. Or, equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Equipment/Property: \$1,000,000

COMMUNICATION SKILLS:

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS:

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED:

Under general direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within multiple areas of the operation.

DECISION MAKING:

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND:

Very close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING:

Oversight. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Analyzing and problem solving in unique and varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Computer senior software programming, debug problem detection, database analyst II, Network development, and senior project manager.

ACCURACY:

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT: Occasional routine contact with persons outside the organization.

EMPLOYEE CONTACT:

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Bachelor's degree, or equivalent, in Computer Science, Business, Industrial Relations or related field.

SOFTWARE SKILLS REQUIRED:

Advanced: Contact Management, Programming Languages, Spreadsheet

Intermediate: Database

Basic: 10-Key, Accounting, Presentation/PowerPoint, Word Processing/Typing

PHYSICAL ACTIVITIES:

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit; frequently required to talk or hear; and occasionally required to stand, walk, use hands to

finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ENVIRONMENTAL CONDITIONS:

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually moderate.