UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ **Email: ucpersonnel@UtahCounty.gov** ♦ http://www.utahcounty.gov/jobs
Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail.
All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: MANAGER - SYSTEMS ANALYSIS AND PROGRAMMING   Posting#2032-0515sr

REQUIRED ATTACHMENTS TO APPLICATION:
- **Supplemental Documents**: *Supplemental Questionnaire*
- **College transcripts and/or diploma if related to position - <u>internet printouts & photocopies are acceptable</u>**

STARTING SALARY: Step 56, $2,664.00 bi-weekly / $33.30 per hour   *plus benefits package*
Step increase available after completing probation and annually thereafter.
OPENING DATE: May 14, 2015   CLOSING DATE: *Open until filled

*All applications received by May 28, 2015 will be screened by the Personnel Office.
Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - http://www.utahcounty.gov/jobs

JOB SUMMARY:
Under general supervision of the Information Systems Director, serves as a professional resource to the County Departments; manages other systems analysts/programmers including managing and coordinating multiple projects with other departments, elected officials, public and private agencies. Analyzes, designs, and programs information systems to meet the requirements of Utah County departments and assigned agencies.

DUTIES INCLUDE:
Manages, plans, coordinates, and directs the activities of Systems Analysts, Programmers, and others within the Information Systems development group as assigned.
Makes staffing decisions including participating in hiring, evaluating performance, administering disciplinary actions, prioritizing requests, scheduling workload, reviewing completed work, and training assigned personnel in technical skills.
Leads and coordinates multiple complex projects and project participants in designing specifications of new systems and /or modifying existing systems relating to, but not limited to, financial accounting, land records, law enforcement, vital statistics, and various records management systems.
Analyzes, designs, programs, debugs, and maintains systems for use by County departments with the use of object oriented programming tools including Power Builder, Visual Studio, etc.
Trains programming levels I, II, and III, in departmental policy, procedure, and programming standards.

EVALUATION AND SELECTION FACTORS INCLUDE:
Knowledge of: information systems including analysis, programming, and design techniques; Power Builder, Visual Studio, Oracle, SQL, and other programming languages; open client/server programming and architecture; PC networking and server technology; financial and accounting techniques and processes; object-oriented programming; statutory election processing requirements; database management theory and design principles.
Skill in: management techniques; utilizing and creating databases; project and team leadership including project planning and setting/tracking action plans; designing and maintaining databases; troubleshooting computer hardware and software problems; designing and maintaining databases.
Ability to: set priorities and work with minimal supervision; analyze user needs and convert requirements into computer-based procedures and systems; maintain cooperative relationships with those contacted in the course of work activities; communicate technically complex information both verbally and in writing.

REQUIREMENTS FOR EMPLOYMENT:
Equivalent to a Bachelor's degree in computer science or a closely related field; and five (5) years of computer programming experience. Equivalent combination of education and work experience may also be considered. Preference may be given to applicants with lead and/or supervisory experience. Selected applicants are subject to, and must pass, a full background check. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required**.
EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Utah County
HEART *of* UTAH