

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SYSTEMS ANALYST / PROGRAMMER III
CLASS CODE: 2031

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 4/15/08 (Revised 04/07/2005 version)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under the general direction of the Programming Supervisor, serves as a professional resource to the County Departments. Reviews, analyzes, modifies, designs, and implements applications and commercial software including encoding, testing, debugging, documenting, specification writing, installation and training and ongoing support. Manages a technology specialty.

CLASS CHARACTERISTICS

This is the specialty technology leader classification level in the systems analyst class series.

ESSENTIAL FUNCTIONS

Serves as the lead worker for one or more technology specialties and assists project participants in technical and complex tasks.

Performs system administrator duties on assigned hardware and application systems and monitors assigned systems to diagnose problems.

Generates programming and program user standards to maintain the overall integrity of assigned systems and their databases.

Consults with customers to identify new processes and/or changes to existing processes to meet their needs and objectives efficiently.

Designs and constructs web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver, Fireworks, and Visual Studio.

Analyzes, designs, programs, debugs and maintains systems for use by County Departments with the use of COBOL and object-oriented programming tools including Power Builder.

Performs research into existing programs that need modification.

Adapts and updates existing systems to meet user requirements.

Creates external functions using SQL to be used in complex reporting.

Studies internal workings or user applications and performs troubleshooting when necessary.

Develops programming and program user standards to maintain the overall integrity of assigned systems and their databases.

Designs and creates database tables, functions, and procedures using SQL and PL/SQL.

Reviews source code prior to introducing new source code to systems.

Acts as technical support for users including training, installation and troubleshooting for both hardware and software.

Trains staff members in department and programming standards as well as languages and tools.

Creates customized reports in various formats including those for web deployment to be used by County departments as well as outside agencies.

Documents and tracks resolutions and work progress for all work activities.

Writes specifications and prepares system documentation for applications developed.

SYSTEMS ANALYST / PROGRAMMER III

Amended 04/15/2008

page 2

Integrates, maintains, installs and supports purchased and other third-party software.
Configures computer and programs and configures peripherals for users.
Coordinates application programs and systems used by a specific project or department when assigned.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Develops GIS related projects and applications for user departments.
Develops interfaces for, and provides interoperability between disparate systems and applications.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to perform system administrator duties; Knowledge of object-oriented programming; Skill in project and team leadership; Skill in systems design and programming including knowledge of Power Builder, Visual Basic, C, or similar object-oriented development languages; Knowledge of Oracle Relational Database technology; Knowledge of personal computer systems including DOS, Windows Operating Systems, Networks, Servers, etc.; Knowledge of UNIX Systems, COBOL programming and UNISYS (A series systems a plus); Knowledge of Dreamweaver.NET for Web Development; Knowledge of M.S. windows, scripts and API's; Knowledge of open client/server programming and architecture; Knowledge of and ability to manage a technical specialty such as ESRI, GIS technologies, Unix System Administration, Imaging Systems, and similar systems. Windows servers and workstations; Knowledge of PC networking and server technology; Ability to set own priorities and work with minimal supervision; Ability to analyze user needs and convert requirements into computer-based procedures and systems; Skill in designing and maintaining databases; Skill in troubleshooting computer hardware and software problems; Ability to maintain cooperative relationships with those contacted in the course of work activities; and Skill in communicating technically complex information both verbally and in writing. Knowledge of laws and regulations governing county government, functions, activities, and procedures.

These must be in-depth for those technologies specifically in use at Utah County. Must also possess and continually develop a general knowledge of industry-wide technologies that relate to the information technology industry.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, and stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in computer programming or a closely related field; and Four (4) years of computer programming experience including the performance of system administrator duties or an equivalent combination of education and experience.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.