



Systems Analyst / Programmer I

Job Description

Department: Information Systems
Position: Career Service
Starting Step: 42, Table 9
Supervisory: No
Reports to: Systems Analysis and Programming Manager

Summary

Serve as a professional resource to Utah County Departments. Under general supervision and using pre-established guidelines, review, analyze, modify, design, and implement applications including encoding, testing, debugging, documenting, specification writing, installation, and training.

Essential Functions

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

1. Consult with users to identify current operating procedures and to clarify program objectives.
2. Design and construct web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver/Ultradev.
3. Analyze, design, program and maintain systems for use by County Departments with the use of object-oriented programming tools including Power Builder and Visual Basic.Net.
4. Design and create Oracle and Microsoft database tables.
5. Act as technical support for users including training, installation and troubleshooting for both hardware and software.
6. Create customized reports in various formats including those for web deployment.
7. Write specifications and prepare system documentation for applications developed.
8. Document and track resolutions and work progress for all work activities.
9. Integrate, maintain and support purchased software.
10. Develop new programs and enhance/update existing programs to meet the needs of various county departments.
11. Recommend hardware and software purchases to accomplish user requirements.

Knowledge, Skills, and Abilities

Knowledge of Oracle and SQL Relational Database technology

Knowledge of personal computer systems including DOS, Windows 2000/XP, Networks, Servers, and Windows

Knowledge of UNIX Systems and programming

Knowledge of Dreamweaver for web development

For Office Use Only

Class Code: 3027

Class Title: Systems Analyst / Programmer I

FLSA: Non-Exempt

Effective Date: 07/07/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

Knowledge and thorough understanding of County agencies and their functions, initiative to keep up on current technology

Skilled in systems design and programming including knowledge of Power Builder Visual Studio Development Environment, Visual Basic.Net, C, or similar object-oriented development languages

Skilled in developing and maintaining databases

Skilled in operation of an Oracle Relational Database

Skilled in communicating technically complex information both verbally and in writing

Skilled in troubleshooting computer hardware and software

Skilled in communicating technically complex information both verbally and in writing

Ability to set own priorities and work with minimal supervision

Ability to analyze user needs and convert requirements into computer-based procedures and systems

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, library, or computer room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

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

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to an Associates degree in computer programming or a closely related field

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2. And two (2) years of computer programming or other related experience with demonstrated competence
3. OR equivalent combination of experience and education

Additional Eligibility Qualifications

1. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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