



# Systems Analyst / Programmer III

## Job Description

Department: Information Systems  
Position: Career Service  
Starting Step: 53, Table 14  
Supervisory: No  
Reports to: Systems Analysis and Programming Manager

### Summary

Under the general direction of the Systems Analysis and Programming Manager, serve as a professional resource to Utah County Departments. Review, analyze, modify, design, and implement applications and commercial software including encoding, testing, debugging, documenting, specification writing, installation and training and ongoing support. Manage a technology specialty.

### Essential Functions

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

1. Serve as the lead worker for one or more technology specialties and assist project participants in technical and complex tasks.
2. Perform system administrator duties on assigned hardware and application systems and monitors assigned systems to diagnose problems.
3. Generate programming and program user standards to maintain the overall integrity of assigned systems and their databases.
4. Consult with customers to identify new processes and/or changes to existing processes to meet their needs and objectives efficiently.
5. Design and construct web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver, Sencha and Visual Studio.
6. Analyze, design, program, debug and maintain systems for use by County Departments with the use of object-oriented programming tools including Power Builder, Visual Basic, C#, Sencha, etc.
7. Perform research into existing programs that need modification.
8. Adapt and update existing systems to meet user requirements.
9. Create external functions using SQL to be used in complex reporting.
10. Study internal workings or user applications and perform troubleshooting when necessary.
11. Develop programming and program user standards to maintain the overall integrity of assigned systems and their databases.
12. Design and create database tables, functions, and procedures using SQL and PL/SQL.
13. Review source code prior to introducing new source code to systems.
14. Act as technical support for users including training, installation and troubleshooting for both hardware and software.

### For Office Use Only

Class Code: 2031

Class Title: Systems Analyst / Programmer III

FLSA: Exempt

Effective Date: 09/12/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

15. Train staff members in department and programming standards as well as languages and tools.
16. Create customized reports in various formats including those for web deployment to be used by County departments as well as outside agencies.
17. Document and track resolutions and work progress for all work activities.
18. Write specifications and prepare system documentation for applications developed.
19. Integrate, maintain, install and support purchased and other third-party software.
20. Configure computer and programs and configure peripherals for users.
21. Coordinate application programs and systems used by a specific project or department when assigned.
22. Develop GIS related projects and applications for user departments.
23. Develop interfaces for, and provide interoperability between disparate systems and applications.

### **Knowledge, Skills, and Abilities**

Knowledge of object-oriented programming

Knowledge of Oracle Relational Database technology

Knowledge of personal computer systems including DOS, Windows Operating Systems, Networks, Servers, etc.

Knowledge of UNIX Systems

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

Knowledge of laws and regulations governing county government, functions, activities, and procedures

Skilled in project and team leadership

Skilled in systems design and programming including knowledge of Power Builder, Visual Basic, C#, or similar object-oriented development languages

Skilled in designing and maintaining databases

Skilled in troubleshooting computer hardware and software problems

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

Ability to maintain cooperative relationships with those contacted in the course of work activities

Ability to perform system administrator duties

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.

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**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, computer room, or other environmentally controlled 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 to 50 pounds.

**Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period 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 a Bachelor's degree in computer programming or a closely related field
2. And Four (4) years of computer programming experience including the performance of system administrator duties
3. Equivalent combinations of education and experience may be considered.

**Additional Eligibility Qualifications**

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

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**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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