

POTTAWATTAMIE COUNTY

JOB DESCRIPTION

POSITION TITLE: Sr. Programmer Analyst

REPORTS TO: Director of Information Technologies

SUPERVISES: None

PURPOSE OF POSITION: The Sr. Programmer Analyst utilizes various programming and scripting languages to develop applications for the County. Functions of this position include the planning, design, prototyping, testing, implementing, and troubleshooting of various Web, desktop, and server applications. This position also administers various databases related to County application development projects.

ESSENTIAL FUNCTIONS:

The Sr. Programmer Analyst reports directly to the Director of Information Technologies.

Assists IT staff with project planning and scoping for initial application development project meetings and discussions.

Confers with user departments regularly to identify computerization needs and determines how the desired results can be achieved. Analyzes existing systems and programs and develops or recommends new systems or modifications to existing systems.

Reviews and analyzes system specifications to determine whether all required elements have been included. Consults with clients to gather information about program needs, objectives, functions, features, and input and output requirements. This position is excluded from the bargaining unit.

Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.

Uses programming languages to code computer instructions from the systems documentation. Utilizes any special programming techniques necessary to achieve the most effective program.

ESSENTIAL FUNCTIONS (continued):

Advises and works with user departments to resolve specific problems or make changes in programs, computer applications, capabilities, alternative programming approaches, limitations, etc.

The Sr. Programmer Analyst is primarily responsible for the development of applications utilizing a number of programming and scripting languages.

Develops web and desktop interfaces for custom applications, including constructing and administering related databases.

- Monitor available table space and increase when necessary
- Create database schemas that allow for easy querying while maintaining a normalized form
- Maintain replication for internal databases.
- Monitor RDBMS error logs and resolve problems when they occur
- Create user defined functions for SQL Server when necessary
- Migrating databases between RDBMS and moving databases between servers when necessary.
- Generating custom reports from databases upon request.

Assists the Sr. Network Administrator and Network Administrator with user and network support, when necessary.

Assists in the development of scripts, procedures, configuration efforts, and backup or recovery procedures for servers/networks.

Conducts application evaluations of upgraded or newly written modules identifying strengths, weaknesses, and potential benefits to project focus.

Prepares and maintains detailed problem/resolution records and documentation related to custom applications within the County. Tracks frequency and nature of problems associated with application bugs and deficiencies.

Assist with training of employees on hardware and software applications.

Provide 24/7 IT support to County employees and systems based on IT Department policies for after-hours contact.

MARGINAL FUNCTIONS

Performs other duties as directed.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITIES:

Specifics within these areas include, but are not limited to these areas of experience.

Programming languages: C , C++, C#, Perl, PHP

Markup languages: HTML, XML

Databases: SQL Server, MySQL, Informix

Knowledge of server level operations and software principles utilizing Linux operating systems.

Must possess strong critical-thinking and problem solving skills.

In-depth knowledge of Linux distributions, packages, modules and utilities. This should also include kernel compiling experience.

Ability to install and maintain Linux and Windows operating systems as well as other related hardware and software.

Knowledge of local area networks and wide area networks, including experience with networking essentials such as DNS, DHCP, NAT, WINS, packet filtering and advanced routing.

Knowledge of current network and computer system security practices.

Ability to provide problem resolution in a professional manner as part of the IT Department's customer service team.

Ability to clearly and concisely communicate technical information to non-technical users at all organizational levels.

Ability to quickly and accurately diagnose and resolve problems with computer hardware/software from a remote location.

Ability to read, interpret and apply a variety of technical manuals regarding computer operations and applications.

Ability to independently plan, organize and prioritize projects and requests for service.

Ability to pay close attention to detail for prolonged periods of time and under restrictive deadlines and independently initiate appropriate action in case of emergency involving computer systems.

Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.

Ability to establish and maintain effective working relationships and exercise tact when dealing with governmental officials, outside agencies, co-workers and supervisors.

Ability to operate a vehicle, safely and in compliance with traffic laws and regulations, in the performance of job duties.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENCES:

A minimum of a Bachelors Degree in Computer Science or related field required or an equivalent combination of education, training and experience. A focus in computer programming is required.

1 to 3 years with direct Linux operating system experience

Programming in 2 or more languages, scripting languages, shell scripting and CGI scripting with databases and web application interfacing.

Programming experience with libraries, functions, classes, modules and compilation.

Experience with internal commenting of programs including notation of directives and programming skills commensurate with current practices.

PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics 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.

Work is generally performed indoors in an office setting and requires some physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations within the County courthouse, annex buildings and off site county facilities.

An incumbent must have the ability to frequently lift and/or carry computer monitors, terminals, equipment, supplies and other materials weighing between 30 and 40 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp and feel; and operate the following: computers and any other equipment that is used to perform the essential functions of the job.

Work hours may occasionally be required before or after daylight hours. Noise level is usually quiet or moderate. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires extensive personal interaction and may be stressful when dealing with irate individuals and/or time constraints.