

## ANALYST / PROGRAMMER - 1142

### **General Definition of Work:**

Performs intermediate professional work involving the development, design and preparation of computer systems and programs and converting geographic information to digital data. Work is performed under the regular supervision of the Information Technology Manager.

### **Essential Functions/Typical Tasks:**

**Designing, coding, testing and debugging programs; developing and implementing application and interfaces; maintaining and updating of current programs; working with program users; providing technical support; installing software and hardware; assisting with operations.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Defines potential applications in terms of electronic data processing systems, translates the application to computer language, checks it out and produces a finished program.
- Writes new and changes existing programs.
- Assists with and/or coordinates website and application development.
- Maintains customer and citizen interfaces and reports for various agencies.
- Designs and lays out form of output reports.
- Writes difficult and complex programs including subroutines, prepares flow charts and all required documentation.
- Tests, corrects, updates and consolidates programs to assure efficient and economical operation.
- Assists with the instruction, planning and organizing of work.
- Installs software packages purchased from outside vendors.
- Evaluates new software packages for application feasibility.
- Develops, maintains and trains users on County GIS systems.
- Develops GIS programs; installs and maintains GIS software.
- Creates database layers as needed.
- Troubleshoots PC problems as they arise with users.
- Prepares documentation of programs and procedures.
- Trains user personnel in the preparation of computer systems.
- Attends meetings, conferences and training classes to help keep abreast of changes in the industry.
- Performs related tasks as required.

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

Thorough knowledge of the principles and practices in the preparation of computer programs; thorough knowledge of the appropriate programming languages; thorough knowledge of modern techniques in system analysis and design; thorough knowledge of the operation, uses and capabilities of the installed computer and related equipment; thorough knowledge of principles of accounting and statistical procedures relative to computer applications; thorough knowledge of manual and digital cartographic techniques and standards; thorough knowledge of ESRI software; ability to establish and maintain effective working relationships with associates and user personnel; ability to follow complex oral and written instructions; ability to prepare technical reports and manuals.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with major course work in computer science, geography or related field and considerable experience in computer programming and systems analyst work or geographic information systems. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements:**

None.

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