

## SENIOR ANALYST / PROGRAMMER - 1143

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

Performs difficult professional work involving the development, design and preparation of computer systems and programs. Work is performed under the regular supervision of an IT Supervisor.

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

**Assisting assigned County agencies with programming needs; designing, coding, testing and debugging programs; maintaining and updating of current programs; working with program users; 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.)*

- Receives work orders from user departments; evaluates program feasibility; estimates personnel and equipment time and costs.
- Assigns incoming work orders involving system design, programming and operations; maintains progress records.
- Determines feasibility, time and cost estimates for providing tax information to the public in the format and media requested.
- Consults with clients to gather information about program needs, objectives, functions, features and input and output requirements.
- 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.
- Writes and maintains technical specifications and user documentation.
- Analyzes and estimates feasibility, costs, time and compatibility with hardware and other programs.
- Develops and maintains plans outlining steps and timetables for developing programs.
- Researches and evaluates software and hardware to assist in programming or to use as program platforms.
- Designs and codes screen layouts, graphical user interfaces, printed outputs and interfaces with other systems.
- Converts designs and specifications into computer code.
- Compiles code into programs and correct errors detected in compile process.
- Creates test transactions and runs tests to find errors and confirm programs meet specifications.
- Analyzes code to find causes of errors and revises programs.
- Consults with client to prototype, refine, test and debug programs to meet needs.
- Writes and maintains documentation to describe program development, logic, coding, testing, changes and corrections.
- Writes documentation or reviews documentation written by others that describes installation and operating procedures.
- Provides technical assistance by responding to inquiries from others regarding errors, problems or questions about programs.
- Trains end users or technical support staff to use programs.
- Installs and tests programs at client site.
- Monitors performance of programs after implementation.
- 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; 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 or related field and considerable experience in computer programming and systems analyst work. 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:**

May require possession of an appropriate driver's license valid in the state of North Carolina.

HR revised 9-1-10