

SENIOR PROGRAMMER AND SYSTEMS ANALYST

DEFINITION

The Senior Programmer and Systems Analyst performs advanced systems analysis, and computer programming for design, development, implementation and maintenance of complex application software systems to meet the goals and objectives of the customer served. Positions at this level are assigned primary responsibility for a large customer base and/or application suites, both existing and new, that fully support a customer base; coordinate projects; and perform related duties as assigned.

CLASS CHARACTERISTICS

This is the third level in the Programmer Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed. Employees perform very difficult and responsible types of duties and are assigned technical decision-making responsibilities for application suites or customer bases. Positions in the class are often assigned responsibility for project coordination and may be responsible for more than one project area.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel and may receive functional and technical from assigned professional personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Provides tactical implementation of strategic plan initiatives.
- Makes technical decisions for the areas of assigned responsibility.
- Evaluates processes and recommends improvements of internal or customer-facing practices and procedures.
- Provides internal and external customer service.
- Writes, tests and documents computer programs with a wide range of complexities.
- Plans and coordinates projects.
- Performs information analysis and data modeling using automated tools.
- Diagnoses and resolves hardware and application software problems.
- Plans, organizes and produces technical or functional documentation and procedures.
- Develops and provides requested reports to management.
- Plans technical work needed to support a major system area.
- Researches and recommends products and services for technology solutions.
- Gathers facts, discusses proposals, implements procedures and produces functional descriptions of new software and hardware systems.
- Evaluates, customizes, installs, and documents system components.

- Plans and recommends future technical directions and standards.
- Evaluates vendor and third party software and hardware for feasibility and cost benefit.
- Provides operational and technical support to users.
- Provides training to users.
- Performs database administration functions.
- Performs business needs analysis.
- Designs, develops, tests and implements complex software systems and creates functional and design specifications for proposed software.
- Develops and maintains a test environment.

MINIMUM QUALIFICATIONS

Knowledge of

- Customer service practices.
- Standard programming techniques.
- Information analysis and data modeling techniques.
- Computer operations, procedures and operating systems.
- File structures, database concepts and capabilities of computer equipment.
- Computer applications and hardware and software technologies.
- Technical documentation procedures.
- Personal computers, personal computer concepts, and the operation of personal computers.
- Data management techniques and concepts.
- User interface design.
- Software engineering techniques.
- Advanced systems analysis, design principles and supporting methodologies, and tools.
- Advanced troubleshooting procedures.
- Advanced applications development environments.
- Advanced security concepts and techniques.
- Principles of project coordination.

Ability to

- Convey technical information simply and clearly, both verbally and in writing.
- Improve technical skills.
- Establish and maintain effective working relationships including building effective teams.
- Program in one or more computer languages.
- Perform advanced systems analysis.
- Design, develop, implement and maintain complex application systems.
- Apply advanced technical writing methodologies and tools to develop and maintain policies, procedures and technical documents.

Lane County
Senior Programmer and Systems Analyst (continued)

- Perform database administration duties.
- Evaluate, recommend and implement vendor developed software systems.
- Understand organizational goals and objectives and perform assigned work to meet those goals and objectives.
- Troubleshoot complex software system problems.
- Coordinate complex projects.

EXPERIENCE AND TRAINING

Training

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in computer science or a related field.

Experience

- Four years of systems analysis and programming experience that demonstrate increased responsibility in application software maintenance and development.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- Security Clearance - These positions require a criminal background investigation and, as a condition of employment, security clearance to have and be able to maintain access to the Area Information Records System (AIRS) and/or the Law Enforcement Data Systems (LEDS).