



JOB DESCRIPTION

Title: **SENIOR PROGRAMMER/ANALYST**
Department: Administrative and Development Services
Class Code: 1822
FLSA Status: Exempt
Effective Date: November 1, 1992 (Rev. 07/2011)
Grade Number: 25

GENERAL PURPOSE

Under general supervision from the Administrative and Development Services Director, performs complex professional work in systems development, including some administrative duties.

EXAMPLE OF DUTIES

- *-- Supervises the work of other Programmer Analyst and Programmer positions; provides technical assistance, as required, to Programmer Analysts and other I.S. employees, capable of performing any function on installed systems.
- *-- Functions as the Data Base Administrator. Has responsibility to define all databases and maintain accuracy and consistency in the data dictionary for all applications in the City. Responsible for defining and maintaining all data interface definitions between various application platforms, such as GIS, Network Servers, Public Safety, Web Servers, etc.
- *-- Able to perform as a project leader of any project from definition to implementation; ability to manage both human and computer resources in a manner that project is verifiably accurate and on schedule.
- *-- Works at the highest level of all technical phases of programming; requires a high degree of creative thinking and the ability to use the accumulated knowledge and experience of others.
- *-- Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental guidelines, policies and practices as well as industry standard guidelines; performs acceptance testing and program implementation for assigned systems and/or projects.
- *-- Conducts thorough problem analysis in regard to technical system and application programs; documents findings and proposes problem resolution alternatives.

- *-- Keeps Administrative and Development Services Director appraised of the status of all problems and assigned projects on a regular basis.
- *-- Capable of designing application solutions to user department needs without supervision; maintains current working knowledge of all installed application systems.
- *-- Responsible for continuous review of disaster recovery plan to insure completeness and accuracy to quickly restore all applications in the event of a disaster or other interruption of processing.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a Bachelor's degree in computer science, or a related field and four (4) years of experience in programming and systems design OR an equivalent combination of education and/or experience.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Technical proficiency in relevant languages and development tools including RPG, COBOL, CLP, SDA, SEU, SQL, GUI, and a working knowledge of Windows and AIX. Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up.
- Must be able to demonstrate a thorough working knowledge of database administration and data modeling terms, concepts, and practices. Must be able to define data model patterns, data normalization, and be able to build a data model using current tools.
- Thorough understanding of multiple platform function including Mini-Computers, Personal Computers and workstations, to include operating system, utilities, shared and peer function.
- Ability to work effectively with all types of people at all levels of the organization, both within and outside the I.T. Division.
- Ability to communicate effectively verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; mainframe computer system; fax and copy machine.

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

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.