

**PROGRAMMER ANALYST**

**JOB SUMMARY**

Under the direction of the Information Systems Director, plan and schedule the overall work flow of all data management and programming activities. Provide technical support to users of the District's administrative applications and associated computer systems. Create and maintain complex data base applications. Plan, install, support, and maintain computer and database application systems for the performance of management activities and for the correction, analysis and presentation of management information.

**TYPICAL DUTIES**

Plan, assign, schedule, supervise, coordinate, and perform a full range of journey-level systems analysis and application programming. Perform modifications to applications based on District/user requests and needs and software capabilities. Resolve system and software problems. Recommend applications to conform with department goals, standards and procedures, including feasibility studies, system design, program development, and implementation/post-implementation review. Provide technical advice, assistance, and instructions for existing and new applications. Consult with various District personnel to write, test, and document complex systems utilizing COBOL and SQL including queries, and reports. Monitor project operational procedures to ensure program objectives are met. Develop specialized reports to facilitate development of county, state, and federal reports and audits. Maintain knowledge of advanced programming methods, reports, and audits. Maintain knowledge of advanced programming methods, utilities and techniques. Instruct and direct the work of others; train, supervise, and evaluate employees. Update, evaluate, and maintain the operating system, software, and related procedures. Maintain master files and other files to protect the security and integrity of District data. Oversee backups (daily, weekly, monthly), production calendar, quality control, and scheduling. Maintain the administrative systems through the evaluation purchase, installation, and configuration of necessary hardware components and utility software to ensure ongoing system performance. Perform other essential job related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include a college level degree related to Information Systems, Computer Science, or related field including, or supplemented by, courses in systems analysis and COBOL/SQL programming and four years recent experience in systems development and programming of major business and/or educational applications in an interactive, on-line environment.

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#### **Knowledge of:**

Principles, methods, procedures, and techniques of system design and programming utilizing COBOL programming language and data base management systems, including word processing and electronic mail. Operating system architecture and system software design and operation. Principle methods, procedures, and trends of organization and management. Principles and practices for supervision and training. Oral and written communication skills. Record keeping techniques.

#### **Ability to:**

Analyze problems, concerns, and data to develop rational, logical, and objective solutions. Develop programs which include writing, testing, debugging, and writing documentation programs and operating instructions. Write complex programs in COBOL/SQL as well as other required computer languages. Determine program logic, and modify application systems originated by others. Review and rewrite systems and procedures to improve utilization and efficiency. Establish and maintain effective working relationships with department heads, administrative officials, and employees. Train, supervise, and evaluate the performance of assigned personnel effectively in order to motivate to maximum productivity. Analyze situations accurately and adopt a decisive, appropriate, course of action. Communicate effectively, both orally and in writing. Meet schedules and time lines. Troubleshoot and advise staff regarding software problems. Accurately estimate time and materials costs. Prepare clear, complete, and concise reports. Learn and apply new concepts.

#### **LICENSE**

As some positions in this class may be required to drive a personal vehicle to various District locations to conduct work, candidates must possess a valid California driver's license and maintain eligibility for district insurance.

#### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and/or sit for prolonged periods of time.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen.