

## ARAPAHOE COUNTY POSITION DESCRIPTION

**TITLE:** Senior Programmer Analyst

**GRADE:** A09

**DEPT:** Information Technology

**DIVISION:** Applications

**JOB CODE:** AASA09

**FLSA STATUS:** Exempt

**DATE:** 6/23/2006

### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of applications, systems analysis, database, and programming services developed or packaged. Defines technical designs and functional specifications for business systems applications.

### **SUPERVISION RECEIVED**

Receives general direction from the Applications Manager, Supervisor, or Project Team Leader.

### **SUPERVISION EXERCISED**

May provide direction to other professionals and user professionals assigned to a specific project. May act as a trainer.

### **DISTINGUISHING FEATURES**

This is a senior position within Information Technology. It is distinguished by the requirement to work independently with greater responsibility and expertise in writing programs and assessing systems.

### **EXAMPLES OF DUTIES**

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.*

- Writes and maintains complex batch and online programs and systems; defines project milestones and develops program logic; develops test data and methodology and applies technical procedures to prove logic and applications of programming instructions.
- Develops operational and user application instructions; reviews final program tests, and assists with the implementation of new or changed applications both within Information Technology and User departments.

- May develop tests to troubleshoot problems, plan solutions, and assist with the coding, testing, and implementation of programs.
- Maintains all required source, load, and job control language documentation to ensure turnover is smooth.
- Provides technical development, systems analysis and programming expertise for systems applications, maintains existing systems, identifies user needs and constraints, and analyzes options and alternatives for applications.
- Utilizes various application system tools to determine requirements and design formal solutions in response to user department requirements/needs.
- May assist in the preparation of project plans and resource projections for all activities performed within the framework of a given project. This includes defining project scope as well as preparing work plans for the project.
- Prepares technical and user documentation.
- Recommends modifications to development plans as requirements/needs deem appropriate.
- May conduct training on new systems or changes to existing systems for both users and departmental employees.
- Conducts testing on user applications.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILL**

- Knowledge of mainframe, mid-range and client server software, methodologies and programming languages, enabling systems analysis, programming, testing, implementation, and on-going applications support.
- Knowledge and experience with current technology, such as Information/developmental/design tools, MS SQL SERVER, MS ACCESS, Visual Basic, COBOL, OS/MVS, TSO, JCL, ISPF, project management, client server technology, relational database technology, or object-oriented methodology.
- Skills to enable design development, programming, testing, documentation, and implementation of multi-platform systems.
- Knowledge to analyze and recommend business solutions to meet County automation needs.

- Ability to explain and discuss complex analysis and programming issues in a manner that can be understood by non-technical persons.
- Experience with micro, mini, and mainframe application development
- Knowledge of application security technology.
- Ability to establish and maintain effective working relationships with superiors, fellow workers, users, and vendors; ability to communicate effectively, both verbally and in writing.
- Ability to supervise and direct the work of others.
- Ability to analyze and define complex program structures.

### **NECESSARY SPECIAL REQUIREMENTS**

A valid Colorado driver's license and fingerprinting must be on file. Pre-employment testing includes an acceptable current motor vehicle report, background check, and polygraph exam.

### **EDUCATION AND EXPERIENCE**

Associate degree in computer science or a related field; continued information technology course work desirable.

Four (4) years of experience working with mainframe or client server computer languages, systems analysis and related applications; or, any equivalent combination of education and experience that satisfy the requirements of the job.

### **COMPLEXITY/RESPONSIBILITY**

Working independently, decision-making abilities, and effective capacity for giving and receiving instruction and training characterize work in this position. It requires considerable analysis of complex facts as well as the ability to assimilate and develop applications for specific needs.

### **SCOPE OF INTERPERSONAL CONTACTS**

Contacts are with management, fellow workers, and inside and outside users. Information given and received ranges from simple to complex and requires the ability to understand and translate technical concepts.

## **WORK ENVIRONMENT**

Work is generally confined to a standard office environment. Incumbent is required to be on-call 24x7 to respond to emergency situations.

## **PHYSICAL DEMANDS**

*The following are some of the physical demands commonly associated with this position.*

- Spends 50% of the time sitting and 50% either standing or walking.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant use of eye, hand, and finger coordination enabling the use of automated office machinery.
- Visual capacity enabling constant use of computer equipment.

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.