

PROGRAMMER ANALYST

DEFINITION

Under general direction of the Director of Information Technology, develop and maintain automated computer programs for use by County departments; maintain and develop county web pages and information resources; responsible for the maintenance of a variety of computer systems and operating systems on County computer equipment; administer and maintain county phone (VOIP) system; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification position in the Informational Technology Department, which has responsibility for developing, coding, and debugging application programs for the County computer systems. The position also has responsibility for the development and maintenance of database applications.

REPORTS TO

Director of Informational Technology

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Develops, codes, tests, and debugs a variety of application programs for County computer systems.
- Modifies existing programs as necessary.
- Prepares documentation and user manuals for programs.
- Develops user menus for application programs.
- Works with users to identify needs and develop programs to meet those needs.
- Develops, maintains, and update County database programs.
- Defines database standards and requirements.
- Codes and install database applications.
- Establishes appropriate security for database applications.
- Modifies and updates database applications as necessary.
- Trains users in the use of programs and database applications.
- Provides technical support for computer user groups.
- Assists with the diagnosis and correction of computer system problems.
- Installs and maintains computer networks.
- Serves as back-up for system and network administrators.
- Installs hardware and software at user locations when necessary.
- Website maintenance and development of county web pages
- Phone system administration (VOIP)
- Active directory management.
- County email administration
- PDF manipulation & creation.
- Desktop support for all county departments
- IT Ticketing system administration and maintenance
- Prepares systems specifications, definitions, and documentation for new and existing applications.
- Performs complex work in the writing, debugging, and enhancement of computer programs.
- Installs and tests new computer hardware, software and operating systems.
- Maintain accurate records of automation related problems and solutions.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; some exposure to dust and electrical energy; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of application program development, testing, and maintenance.
- Development of database applications.
- Database application development languages used by County database software.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.

Ability to:

- Develop, implement, modify, and maintain application programs and database systems.
- Train users in use of application programs and database applications.
- Analyze user data processing needs and develop programs and database applications to meet those needs.
- Develop documentation and user manuals for systems and programs.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Two (2) years of responsible experience in the field of computer programming, website development, or systems analysis.

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields. Bachelor's degree related field is highly desirable.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.