LINN COUNTY CLASSIFICATION

TITLE: **PROGRAMMER ANALYST**

NUMBER:	**090**	**APPROVAL ORDER**
PAY RANGE:	**21**	**NUMBER: 2001-501**
CATEGORY:	**MANAGEMENT/EXEMPT**	**DATE: August 7, 2001**

<u>GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES</u>: Analyzes, designs, programs, documents, implements, and maintains automated software systems in support of county government.

<u>SUPERVISION RECEIVED</u>: Works under the general direction of the Data Processing Director who assigns duties and evaluates performance.

<u>SUPERVISION EXERCISED</u>: Supervision of employees is not a normal responsibility of this classification. May assist in the orientation and training of new employees.

<u>ESSENTIAL FUNCTIONS</u>: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Work with County offices or departments to analyze requirements for new software systems and then design, code, document, and test these systems.

2. Modify existing software systems based on changes in user needs, growth in system use, new statutory requirements, or modified office procedures.

3. Analyze current programming algorithms to identify areas requiring modifications and corrections.

4. Train end users on the use of new and modified software systems.

5. Analyze requests for public information and generate export data files compatible with these requests.

6. Develop and maintain effective, harmonious and reasonable work relationships with others.

7. Maintain regular and predictable work attendance.

<u>OTHER FUNCTIONS</u>:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of computer programming techniques. Considerable knowledge of systems analysis and software design principles, practices, and methods.   Considerable knowledge of the application of computer technology, both in on-line and batch environments, to the solution of County business problems.   Considerable knowledge of at least one major programming language in common use. Considerable knowledge of relational database systems and SQL query language. Considerable knowledge of personal computers, graphical user interfaces, and desktop software. Familiarity with the functions and operations of County government.

Ability to work with department heads and elected officials to determine their software requirements. Ability to develop computer software systems to satisfy the requirements of County business using current technologies. Ability to work with minimal supervision. Ability to learn and adapt to current and changing technologies. Ability to communicate effectively, both orally and in writing, with technical and non-technical staff. Ability to establish and maintain a harmonious working relationship elected officials, County department heads and other County employees.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelors Degree in a computer related discipline from an accredited institution and three years experience in systems analysis, design, and programming of complex computer software systems or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.