

**GRADE:** 49E

**POSITION TITLE:** PROGRAMMER ANALYST III  
**BUREAU:** OFFICE OF THE CHIEF  
**DIVISION:** INFORMATION TECHNOLOGY

**REPORTS TO:** APPLICATIONS ANALYSIS AND DEVELOPMENT MANAGER  
**SUPERVISES:** PROGRAMMER ANALYSTS II & I

**POSITION SUMMARY:** Perform duties involved to design and develop applications and programs to meet business requirements and develop solutions, using Microsoft Access, SQL Server, Visual Basic, and other database management tools. Supervise Programmer Analysts II & I.

## **FUNCTIONS OF THE JOB**

### **Essential Functions**

- 1) Provide complete systems analysis and design life-cycle program management for processor and data transfer systems.
- 2) Write information systems program management reports and provide professional program management presentations.
- 3) Translate department goals and needs into information systems.
- 4) Schedule activities, lay out work assignments, and monitor progress of subordinate programmer analysts in achieving established objectives; participate in the hiring, discipline and termination of employees.
- 5) Monitor and analyze, on an ongoing basis, existing and potential database systems, hardware and software, as directed by the Director of Information Services Division; may write up requirements (specifications) for hardware and software.
- 6) Participate in evaluating the feasibility of new proposals in light of existing and potential equipment and programming software capabilities.
- 7) Make direct contact outside of the department for the purposes of system studies and data collection.
- 8) Assist the Director of Information Services in technically evaluating prospective Information Services personnel.
- 9) Conduct periodic classes in the training and orientation of programmer and information systems analysts.
- 10) Code and test computer programs and procedures to implement new systems, modify existing systems, or furnish computer data for user requests.
- 11) Provide additional support in database administration and network system administration.
- 12) Work with systems programmer to learn duties and serve as backup in his absence.
- 13) Document and prepare user manuals and procedures.
- 14) Supervise department personnel, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases, promotions, and disciplinary measures.
- 15) May serve as administrator of LAN.

**Marginal Functions:** None Indicated

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, talking, hearing.
- 2) Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- 3) Sedentary work - exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office conditions

**POSITION QUALIFICATION REQUIREMENTS**

**Education:**

College or university degree in computer science with specific experience in object oriented programming and database management.

**Experience:**

Minimum of five years in a similar or related position with specific experience in object oriented programming and database management, as a computer programmer or analyst and one year supervisory experience.

**Skills and Abilities:** Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Effective written and oral communication.
- 2) Ability to effectively manage and direct the work of others.
- 3) Apply principles of logical thinking to define problem, collect data, establish facts, and draw valid conclusions.
- 4) Apply common sense understanding to carry out instructions furnished in written and oral form.

**Machines, Tools, Equipment and Work Aids** that may be representative but not all inclusive of those commonly associated with this position:

Personal computer, information system processor, printer, fax,

**License(s)/Certification(s) Required:** NONE REQUIRED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
<b>MG: 3/99</b>	<b>MG: 4/06</b>	<b>MG: 12/08</b>	

