

Date:	<i>Updated July 2020</i>
Job Title:	Programmer Analyst
Reports To:	Applications Project Leader

Nature of Work

Under general supervision, performs the functions of a programmer after analyzing for the appropriate solution to a specific problem. Performs related programming and analysis duties in both maintenance and development areas as required. The Programmer Analyst is a professional position. Fulltime staff may, on occasion, require work hours beyond the regular 8:00 a.m. to 4:30 p.m., 40 hour week on an on-call basis.

Specific Position Requirements

Associate degree from an accredited college or university or a combination of education and experience which demonstrates the ability to perform the duties of this position. Successful exposure to programmer duties with one year's programming experience is preferred. Ability to problem solve, learn new programming languages and communicate with staff and users. Strong problem solving and analyst skills. Knowledge of all aspects of the life-cycle software development is a plus. Familiarity with MS SQL Server, Report Writing and/or Business Intelligence software a plus. Must possess and maintain a valid driver license or state identification. The ability to obtain and maintain LEADS certification.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Perform all of the duties of the programmer position as required.
- Evaluate and recommend modifications to existing programs and implementing approved changes taking into account system and hardware changes.
- Thoroughly test all modified programs before implementation.
- Design, write, and test programs with minimal supervision.
- Assist the project leader in the various activities of the assigned goals.
- Assist in the analysis of data gathered from the data collections.
- Assist in the development of the problem statement.
- Assist in the development of application program design.
- Assist in the development of application database design.
- Assist in the development of user manuals.
- Obtain and maintain LEADS certification.
- Perform other duties as required.