



City of Casa Grande

Programmer/Analyst

GENERAL PURPOSE: Under general supervision, develops, analyzes and modifies new and existing Windows and Web-based program applications to enhance the user's capability to collect, share and manage data; monitors and protects database systems.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors system environment, access, security, functionality and utilization; resolves traffic, security and access problems; assures optimum performance and system integrity; detects and corrects software errors; maintains system stability, data integrity and maximum uptime.
- Develops, creates, encodes and debugs a variety of software application programs to enhance Information Technology (IT) user's capability to collect, share and manage data.
- Meets with clients to analyze operations and organization, and identify technology needs; interprets concerns, defines desired results, and creates application programming solutions; analyzes source and content of data and reporting requirements; develops project plan and obtains approval for the design of application programming.
- Develops and troubleshoots application problems; develops programming solutions for application components; codes, tests and debugs to check for faults and errors.
- Maintains and updates integrated software applications; designs application enhancements, interfaces, custom graphics and revised functions; assures proper integration with other computer systems; coordinates work necessary to meet user requirements.
- Develops and deploys new applications; conducts program test and maintenance activities after implementation; monitors application functionality, and tunes it for optimum performance; detects and corrects software errors; prepares technical documentation of new application.
- Meets with users to review application utilization, identify functional inconsistencies, and resolve operational issues; provides post-implementation support to users as needed.
- Develops, creates and modifies existing website content; encodes a variety of web-based design programs; maintains the web server hardware and software.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION

Programmer-Analyst.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science, and five (5) year's computer support experience, including (3) year's enterprise programming and database administration work experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of computer application development, implementation and analysis techniques.
- Knowledge of techniques and procedures for coding, testing and debugging software.
- Knowledge of computer programming languages, technologies and protocols.
- Knowledge of database and website administration principles and techniques.
- Knowledge of functions and capabilities of Web and Windows software, database design, systems administration, and development of custom graphics and reports.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of the design and maintenance of relational databases, network operating systems and servers, and other software applications unique to City departments.

- Skill in developing computer programs using different programming languages and operating systems, and developing system documentation.
- Skill in researching, analyzing and evaluating business requirements and new computer system methods, applications, procedures and techniques.
- Skill in solving technical process problems involving integrated operating systems and hardware platforms.
- Skill in managing application changes through all the stages of the development life cycle.
- Skill in analyzing hardware and software malfunctions and determining effective solutions.
- Skill in establishing and maintaining cooperative working relationships with City employees.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in following and effectively communicating technically complex instructions.

Special Requirements: Various computer software applications; may be required to obtain additional specific computer programming skills and technical certifications.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.