



Systems Analyst / Programmer I

Job Description

Department: Information Systems
Position: Career Service
Grade: 511
Supervisory: No
Reports to: Systems Analysis and Programming Manager

Summary

Under general supervision, serve as a professional resource to Utah County Departments. Using pre-established guidelines, review, analyze, modify, design, and implement applications including encoding, testing, debugging, documenting, specification writing, installation, and training.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Consult with users to identify current operating procedures and to clarify program objectives.
2. Assist in the design, construction, and management of web pages/sites including incorporating graphic user interface features and other techniques using Node.js, JavaScript, NPM, Dreamweaver, Sencha and Visual Studio and Visual Studio Code or other similar components.
3. Analyze, design, program and maintain systems for use by County Departments with the use of object-oriented programming tools including Power Builder, C# and Visual Basic.Net.
4. Programmatically interact with Oracle, Microsoft and other relational database tables.
5. Act as technical support for users including training, installation and troubleshooting for both hardware and software.
6. Create customized reports in various formats including those for web deployment.
7. Write specifications and prepare system documentation for applications developed.
8. Document and track resolutions and work progress for all work activities.
9. Integrate, maintain and support purchased software.
10. Develop new programs and enhance/update existing programs to meet the needs of various county departments.
11. Recommend hardware and software purchases to accomplish user requirements.

Knowledge, Skills, and Abilities

- Knowledge of Oracle and SQL Relational Database technology

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Effective Date: 10/10/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

- Knowledge of personal computer systems including DOS, Windows Operating Systems, Networks, and Servers
- Knowledge of Linux Systems and programming
- Knowledge of web development tools and environments such as Javascript, ASP.NET, Dreamweaver, HTML, etc.
- Knowledge of UX (user experience) design principals and standards
- Knowledge and thorough understanding of County agencies and their functions, initiative to keep up on current technology
- Skilled in systems design and programming including knowledge of Power Builder Visual Studio Development Environment, Visual Basic.Net, C#, or similar object-oriented development languages
- Skilled in developing and maintaining databases
- Skilled in operation of an Oracle Relational Database
- Skilled in communicating technically complex information both verbally and in writing
- Skilled in troubleshooting computer hardware and software
- Skilled in customer service
- Skilled in all Microsoft Office applications
- Ability to set own priorities and work with minimal supervision
- Ability to analyze user needs and convert requirements into computer-based procedures and systems
- Ability to maintain cooperative relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift or otherwise move supplies or equipment weighing up to forty (40) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associates degree or equivalent in computer programming or a closely related field.
2. Two (2) years of computer programming or other related experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with demonstrated work competence.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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