ASSISTANT SYSTEMS ANALYST - PROGRAMMER

GENERAL STATEMENT OF DUTIES: Assists in developing new applications and performs programming duties for a computer system in a local jurisdiction; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for assisting in program/software support, software modifications, and systems analysis and design. This position reports to a Systems Analyst Programmer or other higher level technical position. The incumbent may have partial or complete responsibility for a project and will have extensive contacts with users in ascertaining needs and assessments of operations. Supervision may be exercised over a small staff.

EXAMPLES OF WORK: (Illustrative Only)

Assists in gathering data from various sources pertaining to new applications of computer software packages;

Assists in preparing proposals directed at improving one or more municipal computer operations;

Assists with activities directed at defining the nature and objective of the system or system improvements to be developed;

Assists in collecting background information gathering knowledge of user operations and the goals of the user;

Assists in preparing a general description of the proposed system, including system and application specifications, personnel, and equipment requirements and controls;

As assigned, assumes complete or partial responsibility for one or more tasks that make up the complete project;

Prepares program specification and programs for assigned projects;

Codes, assembles and de-bugs programs;

Assists in developing and maintaining effective working relationships with user departments;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May supervise or assist in supervising subordinate programming and/or clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current methods and techniques of computer programming; good knowledge of use and capabilities of the business application of computer systems and peripheral equipment; good knowledge of business methods and systems; skill in programming and in applying knowledge of programming languages; ability to evaluate, plan and apply data processing procedures and methods to meet the needs of the municipality; ability to plan, layout and supervise the work of others; ability to effectively use computer applications; initiative; accuracy; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and five years of recent (within the last five years) experience in computer programming or in the analysis and design of computer based information systems; or b) a Bachelor's Degree from a recognized college or university and one year of experience as in (a) above. or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Satisfactory completion of 30 credits at a computer school accredited by the National Association of Trade and Technical Schools may be substituted for one year of the above required experience.