BOONE COUNTY
JOB DESCRIPTION

JOB TITLE: Senior Programmer Analyst	**NEW:** ___ (Please check one)	**REVISED:** X
REPORTS TO: Application Development & Support Manager	**FLSA:** Exempt	**DATE:** 08/2017
DEPARTMENT: Information Technology		**JOB CODE:** 202

SUMMARY:

With general supervision, reviews, analyzes and modifies programming systems, including coding, testing, debugging, installing and training end-users in new application systems, and provides general programming support.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Writes and modifies COBOL programming, CL, CMD, File & Parameter changes; writes and modifies new and existing AS/400 Queries; tests, installs, and implements changes and ensures changes successful.

Troubleshoots application errors and problems; researches, analyzes correction strategies; helps with personal computer, networks and help desk requests; confers with users and IT staff to discuss requirements and solutions; writes system and program specifications; designs new screens, programs or reports.

Makes application program modifications to enhance current operating systems; documents existing systems and workflows or programming flows to document current operating procedures in the IT department; assists in the system analysis of a new processing system or set of programs.

Assists other programmers and IT personnel, or end users, as needed.

KNOWLEDGE AND SKILL:
1. Considerable knowledge of the principles and practices of computer science.
2. Considerable knowledge of systems analysis and programming in COBOL for the A/S 400 platform.
3. Good knowledge of Boone County policies and procedures.
4. Skill in planning, organizing and managing projects.
5. Skill in programming in COBOL.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

PHYSICAL DEMANDS:
The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operative a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:
This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:
Bachelor's degree in computer science **OR** a related field and five years computer systems analysis and programming.

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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.