



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Programmer/Analyst</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Application Development & Support Manager</u>	FLSA: <u>Exempt</u>	DATE: <u>08/2017</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: <u>202</u>	

SUMMARY:

With close supervision, reviews, analyzes and modifies programming systems, including coding, testing, debugging, installing and training end-users in new application systems 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 computer programs, CL, Database file & parameter changes; writes and modifies new and existing reports; tests, installs, and implements changes and ensures changes are successful.

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

Makes application program modifications to enhance current systems and operating systems; documents existing systems and workflows or programming flows to reflect 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. Good knowledge of the principles and practices of computer science.
2. Good knowledge of systems analysis and programming.
3. Good knowledge of Boone County policies and procedures.
4. Skill in computer programming.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science or a related field; **OR** equivalent combination of education and experience.

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.