



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Supervisor, Programming & Analysis</u>	NEW: <u>X</u>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Director, Information Technology</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: 202	

DEFINITIONS:

With limited supervision, plans, organizes and supervises all aspects of computer systems analysis and design, and maintenance of the County government automated applications residing upon the AS/400 computer platform.

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.)*

Supervises requested programming projects; delegates authority to capable subordinates; communicates with various internal and external system users orally and in writing; plans and organizes staff work assignments; informs staff of their roles on work projects.

Forecasts required seasonal work requests and anticipates needed resources; documents and generates managerial project reports; monitors staff progress on assignments and accomplishments.

Oversees the feasibility and impact studies of technology direction including the formulation of recommendations and problem solving.

Attends meetings both as a participant and as a chairperson.

Assists with the analysis of programming issues and concerns and other department staff members as needed.

Assists with the printing and mailing of real estate, personal property tax bills and receipts and personal property declarations; assists with the coordination and completion of year-end processing for various systems; assists with the generation and mailing of pertinent data to various loan companies.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of the principles and practices of computer science.
2. Considerable knowledge of systems design, programming, operations, and network design of the A/S 400.
3. Considerable knowledge of Boone County policies and procedures.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.
7. Skill in programming in COBOL.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science or a related field and five years computer systems and management experience preferably in the government setting.

APPROVALS:

Department Director: _____ Date: _____

(Signature)

HR Director: _____ Date: _____

(Signature)