SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: IS Programmer/Analyst

Revision Date: 1/07
EEO Code: Technician
Status: Exempt (Comp)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the IS Director, supports applications programming; provides hardware and software planning and evaluation; modifies existing and creates special purpose software; maintains and modifies vendor software packages; insures systems efficiency and integrity.

III. Essential Duties

- Performs detailed program design, coding, testing, debugging, documentation, and implementation / installation of information systems.
- Tunes operating system and manages disk data for maximum processing performance.
- Installs new application software and hardware devices.
- Responsible for system and data security, integrity, and backup/recovery.
- Trains and provides technical support to users regarding hardware and software use.
- Performs technical troubleshooting to resolve equipment and software problems.
- Stay current with the latest technology.

IV. Marginal Duties

- Future growth planning.
- Operates the Unix Operating system.
- Consulting with other departments.
- Participate in technical users groups.
- Assist with operation of personal computers and networks.
- Perform other duties as assigned.

V. Qualifications:

Education: B.S. degree in computer science, management information systems, information technology and/or related field.

Experience: Two years Pick or Unidata programming experience; may substitute any equivalent combination of education and experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Pick Programming, Unidata, Unix and System Builder Plus; operating system; system analysis; programming and data processing procedures; Database Administration; DOS; word processing, spread sheet, and data base applications; principles and practices of computer operations; Ardent application software; performance tools; data communications.

Responsibility for: Important City data files dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction.

Tool, Machine, Equipment Operation: Requires regular use of HP9000 computer system, a variety of PC's and computer peripherals, printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; model programs to needs of users for desired results; explain technical material in layman terms.

VI. Working Conditions:

Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; moderate evening and weekend work are necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____