



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Senior Programmer Analyst</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Supervisor, Programming & Analysis</u>	FLSA: <u>Exempt</u>	DATE: <u>10/08</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: 1044	

DEFINITIONS:

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 work flows 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.

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science or a related field and three years computer systems analysis and programming.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)