

**PROGRAMMER/ANALYST
(COUNTY)**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of programming and design duties and assisting in duties relating to programming of electronic data processing machines in the County Management Information Systems Office. The languages utilized include, but are not limited to, Informix, C, Visual Basic, COBOL, Paradox and Assembly. The employee, in conjunction with other members of the MIS Department designs systems and codes programs for information retrieval systems previously accomplished manually. The employee will primarily be responsible for the development of middleware in a client server environment. Although the emphasis of work is analysis and system design, incumbents provide assistance to other members of the MIS Department in administering the overall mission of the department. Work is performed under supervision with leeway for independently performing most job tasks.

TYPICAL WORK ACTIVITIES:

Design and codes compilation of data from various computer systems into a cohesive system;

Prepares necessary documentation of systems designed;

Designs screen formats and output reports for both systems integration and additions to existing systems;

Debugs and tests programs;

Writes job procedures and instructions for end users and Education Coordinator;

Modifies existing programs or develops new programs as necessary;

Assists the other members of the MIS Department in maintaining the county computer systems;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of electronic data processing and programming practices and techniques; good knowledge of the use, operation, and routine maintenance of computer hardware and peripheral equipment; good knowledge of programming techniques and concepts, including such things as program documentation, programming terminology, and flowchart interpretation; working knowledge of the operating systems - UNIX and

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NOVELL; working knowledge of computer system operations: ability to recognize the types of manual processes suitable for computer applications; ability to read and interpret instructions relating to data coding and the execution of computer programs; ability to code efficiently; ability to document programs and to construct and understand flow charts; ability to prepare clear and complete instructions for both the user and the Education Coordinator; ability to work without supervision; conceptual ability; efficiency and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree in computer sciences, computer programming, or a related field, and two years of experience two years' experience in computer programming and systems analysis; or
- (B) Possession of an Associate's Degree and five years' experience in computer programming and systems analysis; or
- (C) An equivalent combination of training at a technical level and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.