**Programmer Analyst**

**Grade: 9**

**FLSA: Exempt**

# Date: 11/22

Job Summary: Performs systems analysis, planning, design, installation, and maintenance of all AS-400 and related corporate applications software; performs other duties as assigned. Monitors the daily operation of Application software; performs other duties as assigned.

**Essential Functions:**

1. Responsible for the successful operation for multiple networked and telecommunications systems accessing the Application servers;
2. Ensure sound security setup, user profiles, backup and recovery policies are documented and enforced for all Application systems;
3. Provides recommendations to the Deputy Director, and Department Head regarding improvements for the Application systems and applications;
4. Responsible for the planning, analysis, design, installation and maintenance of all IBM and software applications and program temporary fixes;
5. Monitors the daily operations of the Application servers, applications and related programs;
6. Acts as a liaison for St. Mary’s County Government for end user requests submitted to the Help Desk for application reported problems;
7. Works with Help Desk personnel to resolve network and desktop related issues that inhibit or impede access to the Application servers;
8. Provides support for reports generation and data manipulation for all Application servers and/or applications;
9. Research specific technical hardware and software related questions from management, programming, operations maintenance, and from users for software improvements to determine feasibility, cost, requirements, and benefits;
10. Provides project milestones and status reports to the Deputy Director and Department Head for all application efforts;
11. Coordinates with and provides training to tier 1 support staff (Helpdesk and Network) all application system enhancements to ensure continuity of operations for users;
12. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Advanced knowledge of the principles, practices, and procedures of administrative management, and the ability to interpret them to the staff and the public;
4. Extensive knowledge of system operations;
5. Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish departmental goals and objectives;
6. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
7. Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
8. Knowledge of electronic resources, including the Internet and database information retrieval;
9. Ability to operate relevant computer systems, including hardware and software, and office machines.

**Education and Experience:**

1. Associates degree or certification in a network operating system;
2. Three years or more experience in information systems technology with at least one year in the area of system administration;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Pass extensive background investigation with favorable results.
2. Valid driver’s license.

**Physical and Environmental Conditions:**

Limited strenuous physical demands, which may include, but are not limited to, lifting monitors, CPUs, and printers up to 60 pounds. May need to access tight spaces. Must be physically fit to respond quickly to user demand and keep up with fast paced environment.

May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or, handling of light boxes and tools as well as moderately heavy equipment or materials from 30 to 60 pounds. Must also have the physical ability to push/pull, squat, twist and turn. Requires continual sitting, standing or walking of 60%+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date