

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MANAGER – SYSTEMS ANALYSIS AND PROGRAMMING
CLASS CODE: 2032

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 04/01/2015 (REVISED 04/15/2008 VERSION)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under general supervision of the Director – Information System, serves as a professional resource to the County Departments; manages other systems analysts/programmers including managing and coordinating multiple projects with other departments, elected officials, public and private agencies. Analyzes, designs, and programs information systems to meet the requirements of Utah County departments and assigned agencies.

ESSENTIAL FUNCTIONS

Manages, plans, coordinates, and directs the activities of System Analysts, Programmers, and others within the Information Systems development group as assigned.

Makes staffing decisions including participating in hiring, evaluating performance, administering disciplinary actions, prioritizing requests, scheduling workload, reviewing completed work, and training assigned personnel in technical skills.

Leads and coordinates multiple complex projects and project participants in designing specifications of new systems and/or modifying existing systems relating to, but not limited to, financial accounting, land records, law enforcement, vital statistics, and various records management systems.

Manages, performs and assists in the analysis, design and programming of all assigned customer systems.

Analyzes, designs, programs, debugs, and maintains systems for use by County departments with the use of object oriented programming tools including Power Builder, Visual Studio, etc.

Creates customized reports in various formats including those for web development to be used by County departments as well as outside agencies.

Serves as a lead for one or more technology specialties and assists project participants in technical and complex tasks.

Performs system administrator duties on assigned hardware and application systems and monitors assigned systems to diagnose problems.

Assesses scope of projects; prepares program designs; drafts and tracks project action plans, agreements, assignments and step due dates; and communicates/coordinates project plan and status with departments and other customers.

Consults with users to identify current operating procedures and to clarify program objectives.

Advises departments as to how automation of their function will be cost effective.

Coordinates design and implementation between staff and County departments.

Documents and tracks resolutions and work progress for all work activities.

Acts as technical support for users including training, installation and troubleshooting for both hardware and software.

Creates external functions using SQL to be used in complex reporting.

Assists in developing database-related functions, hardware, telecommunication requirements and overall application needs.

Enforces electronic security through applications as set by state statute, federal laws, county regulations and departmental standards.

Provides application prototype.

Determines database structure.

Coordinates the exchange of data with public and private agencies.

Trains programming levels I, II and III, in departmental policy, procedure, and programming standards.

Oversees the processing of election results in a complete and accurate manner.

Designs and constructs web pages/sites including incorporating graphic user interface features and other techniques using components similar to Dreamweaver, Visual Studio, etc.

Prepares project specifications and system documentation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Information systems including analysis, programming, and design techniques; Power Builder, Visual Studio, Oracle, SQL, and other programming languages.

Open client/server programming and architecture.

PC networking and server technology.

Financial and accounting techniques and processes.

Object-oriented programming.

Statutory election processing requirements.

Database management theory and design principles.

Skill in:

Management techniques.

Utilizing and creating databases.

Project and team leadership including project planning and setting/tracking action plans.

Designing and maintaining databases.

Troubleshooting computer hardware and software problems.

Designing and maintaining databases.

Ability to:

Set priorities and work with minimal supervision.

Analyze user needs and convert requirements into computer-based procedures and systems.

Maintain cooperative relationships with those contacted in the course of work activities.

Communicate technically complex information both verbally and in writing.

PHYSICAL DEMANDS

Typically:

Sit at a desk or table.

Regularly:

Use tools or equipment requiring a high degree of dexterity.

Work for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Walk, stand or stoop.

Lift or otherwise move objects weighing up to 50 pounds.

Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

Work exposes incumbent to stress due to critical problems that require immediate attention, pressured deadlines, change in project scope, switching from one task to another.

EDUCATION AND EXPERIENCE

A bachelors degree in Computer Science or a closely related field; and five (5) years of computer programming experience. Equivalent combinations of education and work experience may also be considered. Preference may be given to applicants with lead and/or supervisory experience.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.