

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Administrative Systems Analyst</u>
Sch.& Grade	<u>PAT-9</u>
Class Code	<u>CI08</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Computer Technical</u>

PRIMARY PURPOSE:

Analyzes and evaluates business procedures and processes to determine requirements for improvements in computer software systems. Recommends software solutions involving complex system configurations. Develops software modules, makes software changes, tests and corrects programming errors. Assists with vendor selection and coordination as required. Assists with installation and training coordination to ensure successful operation and minimal business disruption.

SUPERVISION:

Under general supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Confers with employees and other personnel as necessary to evaluate existing systems, analyze user requirements, procedures, and problems in order to determine feasibility and most efficient/effective plan for automated processing.
2. Recommends programming tools, operating systems, documentation, and other resources necessary to develop and maintain assigned software systems.
3. Summarizes data flow, input/output requirements, data formats, necessary system changes, report formats, screen design, etc.
4. Writes detailed requirement descriptions, design plans, test plans, instruction manuals, workflow charts, and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel involved.
5. Develops software modules and writes computer programs as required.
6. Coordinates software installation as assigned.
7. Troubleshoots problems with software systems and software interaction with equipment.
8. Recommends and coordinates appropriate computer training.
9. Communicates with users, vendors, and dealers on a regular basis to gather details, assess problems, and recommend possible solutions, etc.
10. May upgrade system and correct configuration problems to maintain system after initial implementation.
11. Responsible for maintaining a high-integrity configuration management system to ensure proper documentation and coordination of system maintenance.

IMPORTANT FUNCTIONS:

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, and procedures involving software design/engineering, data structures/models, programming languages, software development/maintenance tools, modern databases, and distributed systems. Programming languages such as C, SQL, UNIX, FORTRAN, Basic, COBOL, AS/400, Unisys, etc.; computer functions such as printing, spreadsheets, databases, word processors, graphics, local area networks, and CASE tools may also be utilized.

Abilities

Determine computer system needs relative to business processes; prepare clear, concise and comprehensive reports; train and assist employees in various operating departments; follow oral and written instructions; utilize sound independent judgment and make responsible decisions and recommendations; communicate effectively both verbally and in writing; present an overall professional image; interface and communicate with employees at all levels of the organization; prepare clear, concise and comprehensive reports; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the city’s stated mission and philosophy; performs the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Information Systems, Computer Science or related discipline, plus at least three years of related and responsible experience. Education, training, and/or work experience must have included experience in complex applications involving databases. Directly related work experience may be substituted for the educational requirement on a year-for-year basis. Experience must be commensurate with current vacancy.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 40 pounds; must be able to hold and grip objects; must possess ability to operate a computer keyboard and/or mouse; may be subject to sitting for long periods of time.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 2864
Comments:	Update Abilities	Date: August, 1978

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____

