

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Computer Programmer/Analyst</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CI04</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Computer Technical</u>

PRIMARY PURPOSE:

To perform specialized and responsible work in the development, testing, implementation, and maintenance of computer software for one or more computer systems which will include personal computers and minicomputer environments.

SUPERVISION:

Under the general supervision of the Director of Information Systems.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews and analyzes system software specifications, requirements and procedures for program development and implementation.
2. Communicates with administrative systems analysts and users to ensure specification requirements are within the purpose and scope of the program and its place within the system.
3. Determines the program user interface design and parameters including the requirements and functions of the program under development.
4. Determines the precise record formats for files, the data dictionary specifications for database systems, the processing specifications to determine calculations and comparison tests of data, system specifications to resolve any ambiguities or problems, and reliable controls necessary for proper processing of data through the system and ensuring security of data.
5. Organizes the major logic functions needed to accommodate the requirements of the programming language or software selected.
6. Prepares system flow charts and documentation for each program developed that provides an overall picture of the major component elements of each routine and referencing of the program coding throughout for purposes of debugging, maintenance, modifications and revisions.
7. Coordinates the testing of the program's functions and the implementation of the program from developmental to operational status.
8. Resolves any questions regarding the program requirements, major component elements, functionality and logic.
9. Provides training on the use of programs developed.

IMPORTANT FUNCTIONS:

1. Travels to various city departments located throughout the city to provide support as assigned.
2. Performs minor office administration tasks such as copying, filing, faxing, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Interactive on-line database, distributed systems, and client-server applications; programming languages which may include: POWERBUILDER, Visual Basic, Oracle/SQL, Java Script, HTML, with preference given to knowledge of POWERBUILDER; computer functions such as printing, spreadsheets, databases, word processors, graphics, and local area networks.

Abilities

Able to learn, apply, and master specialized computer languages; determine computer design needs as well as write, document, and test applicable programs; prepare clear, concise and comprehensive reports; train and assist employees in various operating departments; follow oral and written instructions; communicate effectively both verbally and in writing; successfully interface and communicate with employees at all levels of organization; 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; presents an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions 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 computer sciences or related discipline. At least 6 months of computer programming experience is required. Education, training, and/or work experience must have included experience in microcomputer environments. Equivalent work experience may be substituted for the degree requirement.

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 effectively operate 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 for the purpose of completing job duties, must possess valid Missouri Motor Vehicle Operator’s License.

Last Revision: February 8, 2012	GENERAL ORDINANCE NO. 3022
Comments: Update Abilities	Date: December, 1979

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: _____