

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Programmer/Analyst
Department: Management Information Systems
Reports To: Director of Information Systems
Salary: \$31.4971/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Following system standards and specifications, performs a series of complex activities to actually code programs into the computer, performs analysis on the requests for programs before coding can begin; deals with various problems involving computer hardware such as installing computer communications, workstations and printers; helps users deal with problems encountered in the daily operation of various mainframe software applications. Assists in the formulation of project objectives and system enhancement requirements; preparing project plans and schedules; participates directly in project performance to assure program modifications are effectively made; reviews all work prior to incorporating it into production; ensures that all work and documentation meet acceptable standards for user consumption. Meets with user departments to help them develop and define automation concepts, requirements and system specifications; executes the various program writing, testing and debugging phases of system maintenance of enhancement work; assures systems and their component programs perform to user specifications. Serves as back-up to the Computer Operations Specialist to run the AS/400 (iSeries) master console; assists with installation of system software upgrades; presents output to management and users regarding special projects; maintains an awareness of worker safety guidelines and standards and applies these in performing daily tasks and activities. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Various computer hardware, software and peripheral equipment including IBM AS/400 (iSeries). General office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Successful candidate for this position should possess the knowledge equivalent to an Associate's Degree in Information Technology and two to three years of progressively responsible experience in computer programming and system analysis.

Knowledge, Skills & Abilities: Knowledge of AS/400 (iSeries) computer capabilities, data processing, systems and programming techniques, RPG/III, RPG/IV and ILE concepts, AS/400 (iSeries) mini-mainframe electronic computers and of various manuals and specifications needed to run the AS/400 (iSeries) systems. Knowledge of Microsoft Visual Basic. Knowledge of the current practices and techniques of systems analysis with emphasis on programming, user relations, data gathering techniques, written and oral communications and information systems management. Skills in preparing clear, detailed programs of instruction for efficient machine utilization; working harmoniously with department heads, and users, effectively communicating orally and in writing; through documentation; evaluating user requests and defining system requirements.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties and to adapt standard procedures and methods to differing conditions; performing routine, repetitive duties; driving to other county office locations; possible irregular or overtime hours; occasional out-of-town travel to attend educational seminars and conferences.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment. Heavy office traffic may cause distraction and interrupt duties.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require walking to other office locations in order to assist computer users; occasional prolonged sitting may be necessary. Duties also require reaching, lifting, and carrying objects weighing up to 10 lbs., and may require moving computer terminals, printers and other objects weighing up to 40 lbs. by lifting, carrying, pushing and/or pulling.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.