

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Analyst/Programmer
Department: Management Information Systems
Unit: Beaumont
Reports To: Director of Management Information Systems
Salary: \$24.6264/hour or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Assesses tasks to be incorporated into proposed information system by way of informal interviews and close examination of departmental paper flow as it applies to data elements; deals with long term development processes handling variability in how freely and accurately the needed information is presented; develops high and low level flow charts depicting task/job/departmental processes to be utilized as a schematic for the proposed information systems; utilize information gathered to develop proposed system applications. Presents system application drafts to the target group for review and approval; presents proposed project to programming staff for additional feedback, detailing file layouts and monitoring subsequent development; confers with departmental users and key staff to determine individual systems enhancement needs and may redesign the work process of an entire office to improve its adaptability to information systems adaptation; writes system specifications, annotating where in the process various programs are to be written. Defines system documentation and input parameter information for new applications; tests applications as they are developed to determine accuracy and feasibility, which includes overseeing user testing of new applications; writes user manuals and on-line help text; trains and supervises users on new software capabilities and hardware usage; reviews existing data handling systems to evaluate effectiveness; analyzes procedures and problems to refine data and convert it to programmable form. Performs technical analysis on the requests for programs before coding can begin that involves setting up the files and structure of the program. Modifies existing programs to meet changes in procedures and requirements; Prepares/trains users in the implementation of the newly developed applications. Handles systems maintenance tasks involved in the ongoing utilization of new or revised applications; Provides additional support for third-party software applications including but not limited to Microsoft Office and Adobe. 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. General office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in Management Information Systems (MIS), Computer Science, Industrial Technology, or related field and two years experience in systems Analysis and personal computer programming; OR knowledge equivalent to an Associate's degree in Information Technology and 4 years experience in systems analysis and personal computer programming; or an equivalent combination of training and experience

Knowledge, Skills & Abilities: Knowledge of the capabilities, programming techniques and intricacies of the general purpose electronic computer and its peripheral equipment; knowledge of the principles, techniques and methods of advanced systems analysis with special emphasis on user relations, data gathering, documentation, written and oral communications, and systems management and training; knowledge of program requirements for conversion of mechanical and clerical processing to the system; knowledge of business applications and a wide variety of County management systems; knowledge of data processing techniques; knowledge of the organization, methods, and management of electronic record-keeping practices; knowledge of the functions, operations, organization structure, work methods, and management characteristics of all County departments that are serviced by the system; knowledge of the systems and programming techniques and the personal computer languages including knowledge of SQL and of the various manuals and specifications that make up the collection of information management technologies needed to run the County's systems; knowledge of advanced practices and development in the field of electronic computer operations, including the use of PCs in networks and as independent work stations; knowledge of the principles, techniques, and methods of more involved systems analysis with special emphasis on programming, user relations, data gathering, documentation, written and oral communications, and systems management; knowledge of the organization, methods, and management of electronic record-keeping practices; knowledge of the functions, operations, organization structure, work methods, and management characteristics of the departments serviced by this position. Skill in preparing comprehensive documentation and clear detailed programs of instruction for efficient machine utilization; skill in working harmoniously with department heads, employees, and users; skill in effectively communicating orally and in writing; skill in thoroughly documenting system creation and/or modification requirements to meet user needs or enhancements requests; skill in evaluating user requests and defining systems and programming requirements; skill in providing lead work direction to other technical support personnel.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; accuracy; attention to detail; working alone occasionally; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; possible shift work and occasional irregular hours; occasional out-of-town travel to attend educational seminars and conferences. Employee works independently within established guidelines and timeframe; requires assistance only with unusual or non-routine matters or situations.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require reaching, lifting and carrying objects weighing up to 10 lbs., such as computer paper boxes, files, reports, books, etc. Duties may also require occasional prolonged sitting while programming and prolonged standing for computer operations and printing.

**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.