

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: COMPUTER PROGRAMMER ANALYST

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform difficult professional work involving the analysis of department operating procedures and the development, design and implementation of electronic processing systems programs. Incumbent provides technical assistance and support to all departments with programming, database design and project management. Work is performed under the general direction of the Information Systems Manager.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Manages software implementation projects including process engineering and data migration.
- Designs, develops and implements database and other internal software applications
- Assists in the evaluation and recommendation of software for specific applications.
- Performs or assist departments with programming, database design and implementation, project management and proprietary software.
- Designs queries and reports.
- Recognizes, analyzes and corrects system software related problems
- Analyze existing software needs, preparing reports on same.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Technical Knowledge:

- Considerable knowledge of the practices and procedures, principles and techniques used in system analysis and design.
- Familiarity with or ability to learn software utilized by the City.
- Good working knowledge of IBM AS/400 programming and operating systems including RPG-ILE, Query, SDA and SQL.
- General knowledge of LAN and WAN

Physical Requirements:

- Ability to operate all information systems equipment.

COMPUTER PROGRAMMER ANALYST

Language Ability and Interpersonal Communications:

- Ability to read, interpret and apply complex programming systems documentation.
- Ability to prepare reports, materials and analyses of computer systems information both orally and in writing.
- Ability to effectively work and communicate with co-workers and consultants.

Environmental Adaptability:

- Work is performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE:

Bachelor's degree in computer science plus 3 - 5 years experience in computer programming and analysis, or any equivalent combination of training and experience that provides the required knowledges, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.