

PROGRAMMER/ANALYST, PRINCIPAL

Perform system design, programming development, and maintenance and enhancement of existing computer systems in support of large and complex applications. Act as project manager on system changes and acts as project supervisor over Information Technology staff, contractors, vendors, and other project participants. Perform a variety of technical tasks relative to assigned area of responsibility.

CLASSIFICATION DISTINCTIONS

This is the highest level in the Programmer/Analyst job family. Incumbents work independently in managing complex systems programming projects and will typically act as the project manager providing direction and support to large project groups that includes Information Technology staff, clients, contractors, vendors, and other project participants.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Coordinate and manage complex systems development or systems revision projects. Evaluate and develop work scope. Provide daily oversight and work assignments to team members.
- Participate in complex program design, modification, or enhancement projects. Coordinate the resolution of difficult programming problems.
- Participate in the development of short and long range planning for division. Work with clients in evaluating information technology needs and assist in developing their long-range technology needs.
- Consult with departments and divisions in coordinating system activities. Write complex systems or subsystems in support of identified client needs.
- Evaluate existing and proposed data processing systems. Analyze the feasibility of alternative system approaches and develop recommendations for presentation to clients.
- Coordinate the implementation of new computer systems. Participate in pre-implementation testing of new systems.
- Participate in the development of standards used for systems analysis, programming procedures, and technical documentation to ensure consistent methods are used in systems development, modification, or enhancements.

- Examine and test new programming tools, products, and procedures to evaluate their effectiveness with existing systems.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent experience in computer science, business administration, or related field and four years' professional programming experience.

Or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of effective project management methods; principles of data processing and computer science; principles and techniques of complex programming and systems analysis; operational characteristics of data processing equipment and peripherals; methods and procedures of computer software design, development, and maintenance; applicable programming languages; report preparation, research methods, and statistical principles.

Ability to Coordinate and participate in systems analysis, design, and programming; coordinate, manage, and review the work of a diverse group of assigned project team members; analyze data and develop logical solutions to complex programming problems; accurately identify and evaluate client software needs and requirements; develop and deliver clear and concise reports for intended audience; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in time-line driven situations. Essential tasks may include prolonged sitting at a computer terminal, use of telephone, writing, and driving to various sites for meetings.

Office use: 6/22/00