

SYSTEMS ADMINISTRATOR AND PROGRAMMER**

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving responsibility for analyzing needs and designing, developing and/or modifying computer programs pertaining to specialized applications used by an agency. The work is performed under the supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, designs and writes complex computer programs, especially as they pertain to specialized user needs;
Resolves problems related to specific software applications used by an agency;
Designs and modifies scripts to update, backup and recovers multiple databases;
Downloads and applies modifications posted by vendors to baseline and custom programs;
Maintains system control logs and security;
Develops and designs information flow, controls, data files and report formats;
Evaluates and recommends use of vendor software packages;
Reviews, tests, and revises existing programs;
Reviews files, reports, legal and service-related requirements, etc. in order to resolve problems and improve systems;
Prepares instructions for the guidance of computer operations and system users.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer program development and modification; thorough knowledge of applicable programming languages (e.g. UNIX, COBOL); good knowledge of software applications used by an agency*; good knowledge of management information and data processing principles; ability to develop and design complex computer programs; ability to understand and carry out complex oral and written instructions; ability to prepare diagrams, flow charts and reports; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Computer Science, Data Processing, Management Information Systems, or comparable curriculum and three (3) years of experience developing, designing and/or writing computer programs, or
2. An Associate's degree in Computer Science, Data Processing, Management Information Systems, or comparable curriculum, and five (5) years of the required experience.

NOTE: Graduation from high school and additional years of the required experience may be substituted for college on a year-for-year basis, up to four (4) years.

*To be demonstrated during the probationary period.

**This reflects a retitling of Systems Administrator and Programmer (MIS).

R.C.D.P. (05.06.2015) 11.14.2018

Competitive