CITY OF MARGATE, FLORIDA
JOB DESCRIPTION

JOB TITLE: SYSTEMS ANALYST (Job Code 824).

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and administrative work to facilitate efficient operations of the Information Technology Department of the city. Responsibilities generally involve installation and maintenance of mainframe systems software, desktop computer systems and networks, and communication equipment associated with City's application software. Work involves creation, development and alteration of computer programs, diagnosis of software and hardware errors, and documentation tasks. Position is responsible for providing user support to personnel when new/altered software is integrated into the system, daily supervision of computer programmer, alternate duties within the department when director is not available.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Installs, integrates, and diagnoses errors in computer software for the mainframe system, desktop systems, and Networks.

Writes, tests and debugs program coding to ensure proper functioning of applications and systems.

Analyzes city needs, and designs systems and applications to meet such, i.e. individual program development as integral parts of designed systems.

Provides user support to personnel on new/updated software.

Performs software documentation tasks on new programs and application alterations, i.e. flow charts, descriptions, and instruction manuals.

Performs record keeping tasks appropriate to position, i.e. summarizations, work requests, validations, distributions, and analyses.

Prepares proposals and presentations for new systems or programs for management and end users as directed.

Maintains division's library, making updates, changes, and revisions as necessary.

Exercises decisions making skills in analysis, software development/adaption, maintenance scheduling, task prioritizing, and personnel training.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Computer Science, Engineering, or related field, or unrelated four (4) year college degree supplemented by comprehensive vocational/technical training in computer science, supplemented by three (3) years of work experience utilizing the full range(s) of RPG II, RPGII, and/or Cobol programming languages, or an equivalent combination of education, training, and experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of moderate to heavy weight (20-50lbs).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of highly technical material relevant to computer operations, i.e. directions, equipment instructions, operating procedures. Requires the ability to read various programming languages.

Intelligence: Requires the ability to analyze and interpret complex problems, and draw valid scientific conclusions in systems and applications development.

Verbal Aptitude: Must communicate efficiently and effectively in standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; perform algebraic equations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing computers and associated peripheral equipment.

Manual Dexterity: Requires the ability to utilize a variety of items such as computer terminals and associated peripheral equipment. Must have minimal levels of eye/hand coordination.

Color Discrimination: Require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer system main frames, desktop computers, network systems, systems software, hardware functions, and various communications equipment.

Knowledge of appropriate programming techniques and languages for application development/adaptation.

Knowledge of application installation, integration, development and maintenance.

Knowledge of system and application design principles and procedures.

Skilled in the use of data processing systems equipment and other peripheral equipment associated with the system.

Skilled in the use of standard hand tools for performing general maintenance and installation tasks on system equipment.

Ability to interpret/apply technical language/instruction.

Ability to provide/access current information relating to system installation and maintenance tasks required of department for both support staff and equipment.

Ability to apply analytical and interpretive skills to problem solving and system/application design.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to analyze, organize and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

_____   _____
Employee Name and Signature   Date