

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: SYSTEMS ANALYST SUPERVISOR (Job Code 825).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs technical and administrative work to facilitate efficient operations of the Information Technology Department of the City of Margate. 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 Information Technology personnel, 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.**

Supervises, directs, and evaluates assigned staff; processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals.

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

Assists with payroll and office administration functions as directed.

Oversees and assists Director with department projects.

Acts as Information Technology Director in his absence.

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.

Communicates with City officials, employees, other departments, managers, supervisors, attorneys, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Must possess an Associate's Degree or higher in Computer Science, Engineering, or related field, supplemented by comprehensive vocational/technical training in computer science. A minimum of three (3) years of work experience utilizing the full range(s) of RPG and/or Cobol programming languages is required. Must possess and maintain a valid State of Florida driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; 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 materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

**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 handling, sorting, and managing paperwork and documentation.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot 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 duties when confronted with individuals acting under stress.

**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).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **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.

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Employee Name and Signature

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Date