

City of Fort Worth, Texas Job Description

Classification Title	IT Programmer/Analyst II		
Job Code:	PR1790	Job Family:	Professional
Pay Grade	708	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Defines system scope and objectives through research and fact-finding. Develops or modifies moderately complex information systems; prepares detailed specifications from which programs will be written; designs, codes, tests, debugs, documents and maintains programs; works on phases of applications systems analysis and programming activities; and provides technical assistance to staff within an assigned division relative to the various information processing applications.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Analyzes information processing requirements and systems; translates requirements defined during systems analysis into logical, economical, and practical system design alternatives; and participates in the maintenance and modification of current systems.
2. Designs program logic to comply with program specifications; writes programs ranging from moderate to complex primarily for customer use; and tests data and programs for accuracy.
3. Prepares technical reports and forms related to assigned information systems; writes system documentation for staff and clients as necessary; and documents and maintains records of programs designed and/or modified.
4. Designs and maintains databases. Diagnoses programming and manual entry errors; creates additional queries, forms, tables and reports; revises database structure; and identifies and recommends improvements to database.
5. Assists in installing various computer software programs. Monitors and corrects problems that occur in information processing programs.
6. Diagnoses and solves network problems; and organizes and monitors network security allowing users to access hardware and software.
7. Creates, tests and maintains custom scripts to implement business logic and system requirements.
8. Writes job control and other operating system language statements.

9. Assists computer users on systems and equipment; provides technical and functional advice to personnel as needed; trains and supports end users through classes and one-on-one training; and answers questions and provides information.
10. Installs and assists in the maintenance of software applications.
11. Interviews clients and analyzes their computing needs. Develops work plans with specific procedures, schedules, and time frames.
12. Acts as a Web Developer. Utilizes a thorough knowledge of programming and server software operations to develop custom programs.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Fundamentals and principles of computer technology, systems analysis and design.
 - Internal structure of computer hardware and software.
 - Methods and techniques of user relations and data gathering.
 - Mainframe languages and operating systems.
 - Desktop computer software and operating systems.
 - Proper programming languages utilized for system development.
 - Network design, installation, and cabling as applicable.
 - Database design and best practices.
 - Various software applications related to assigned division.
 - Preparing clear and concise reports.
 - Departmental and city rules, regulations and procedures relevant to information systems and services.
 - Data integration, import and export of information among different application servers.
 - Software development lifecycle.
 - Various data depository.
- **Skill in:**
 - Computers and applicable software.
 - Troubleshooting.
 - Organization.
 - Interpersonal relations.
 - Critical thinking.
 - Problem solving.
 - Analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.

- Operate assigned computer equipment.
- Design and write accurate and efficient computer programs.
- Decipher and update existing programs.
- Solve computer problems and difficulties related to client departments.
- Translate business requirements into technical solutions.
- Follow specific instructions for generating assigned reports.
- Design, install, and cable network systems, as applicable.
- Interpret and explain City policies and procedures.
- Create and lead training classes.
- Build queries and reports based on requirements.
- Create, modify and generate maps.
- Write test plans and documentation.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, Business Administration or a related field and two years of responsible experience in computer programming.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.