City of Fort Worth, Texas
Job Description

Classification Title	IT Programmer/Analyst I		
Job Code:	TC5670	Job Family:	Technical/Para-Professional
Pay Grade	511	Date Reviewed:	07/13/15
FLSA Status	Nonexempt	Date Revised:	10/12/19

GENERAL SUMMARY

Assists in research and fact-finding for developing or modifying information systems. Assists in preparing detailed specifications from which programs will be written; designs, codes, tests, debugs, documents and maintains programs; and provides technical assistance to supervisory staff, clients and/or various departments relative to assigned 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. Interfaces with other divisions and departments to determine computing and hardware equipment needs; creates application software according to requirements; creates new code; modifies existing code; evaluates and recommends commercial software packages; and creates proper documentation for operations, clients, data processing library, and scheduler.

2. Evaluates and helps clients select computer hardware and software; helps stage, install and maintain systems; and troubleshoots compatibility and connectivity problems.

3. Analyzes program specifications; writes programs of light to moderate complexity; prepares test data; and tests programs to validate accuracy.

4. Prepares technical reports and forms related to assigned information systems. Documents and maintains records of programs designed and/or modified.

5. Assists in installing various computer software programs. Monitors and corrects problems that occur in information processing programs.

6. Creates databases, queries, views, stored procedures and other database items to work with custom programs or permitting database.

7. Assists computer users on systems and equipment; provides technical and functional advice to personnel as needed; and answers questions and provides information to client.

8. Develops quality assurance specification for application systems to maintain data integrity. Performs data analysis and validation for developed applications; writes

query script to extract questionable and invalid data; and writes program for data modifications.

9. Assists in the management of all unit services and activities; and assists in the design and provision of training in the use of the automated systems.

10. Performs other related duties as required.

11. 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, mainframe languages and operating systems.
  - Desktop computer software and operating systems.
  - Proper programming languages utilized for system development.
  - Various software applications related to client departments.
  - Preparing clear and concise reports.
  - Departmental and city rules, regulations and procedures relevant to Information Systems and Services.
  - Software development lifecycle.
  - Data integration, import and export of information among different application servers.
  - Various data depository.
- **Skill in:**
  - Computers and applicable software.
  - Troubleshooting.
  - Organization.
  - Critical thinking.
  - Problem solving.
  - Analysis.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Modify software packages and applications for clients.
  - Operate assigned computer equipment.
  - Design and write accurate and efficient computer programs.
  - Decipher and update existing programs.
  - Translate business requirements into technical solutions.
  - Solve light to moderately complex computer problems and difficulties related to assigned division.
  - Create, modify and generate maps.
  - Follow specific instructions for generating assigned reports.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college with major course work in Computer Science, Information Systems, or a related field with no experience required.

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 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.