

WARREN COUNTY DATA PROCESSING BOARD

Matt Nolan, Chief Administrator
Ben Clift, Director
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www.co.warren.oh.us

Administration Building
406 Justice Drive
Lebanon, Ohio 45036
Facsimile: 513.695.2972

POSITION: IT Programmer Analyst

DEPARTMENT: Information Technology

LOCATION: 406 Justice Drive
Lebanon, Ohio

SALARY RANGE: Negotiable

SCHEDULED HOURS: 40 HOURS PER WEEK

POSTING PERIOD: Until Filled

**SEE ATTACHED JOB DESCRIPTION FOR MINIMUM
QUALIFICATIONS AND ESSENTIAL DUTIES OF THIS POSITION**

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
support@CO.WARREN.OH.US WITH A RESUME . PLEASE CONTACT Ben Clift
WITH QUESTIONS AT: 513-695-1114.

**THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).**

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Title

IT Programmer Analyst

Description

The Programmer Analyst's role is to define, develop, test, analyze, and maintain new and existing software applications in support of the achievement of business requirements. This includes writing, coding, testing, and analyzing software programs and applications. The Programmer Analyst will also research, design, document, and modify software specifications throughout the production life cycle.

Responsibilities

Strategy & Planning

- Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications.
- Analyze and assess existing business systems and procedures.
- Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Assist in defining software development project plans, including scoping, scheduling, and implementation.
- Research, identify, analyze, and fulfill requirements of all internal and external program users.

Acquisition & Deployment

- Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues.
- Recommend, schedule, and perform software improvements and upgrades.

Operational Management

- Liaise with network administrators, systems analysts, and end users to assist in resolving problems with software products or company software systems.
- Consistently write, translate, and code software programs and applications according to specifications.
- Write programming scripts to enhance functionality and/or performance of company applications as necessary.
- Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- Administer critical analysis of test results and deliver solutions to problem areas.
- Generate statistics and write reports for management and/or team members on the status of the programming process.
- Develop and maintain user manuals and guidelines.
- Train end users to operate new or modified programs.
- Install software products for end users as required.

Position Requirements

Formal Education & Certification

College diploma or University degree in the field of Computer Science, Information Systems, or Software Engineering, and/or 2-5 years equivalent work experience, or any combination of experience and training that demonstrates possession of the knowledge, skills and abilities.

Knowledge & Experience

- Proficiency in a variety of programming languages, including .NET, ASP.net, and Java Utilizing Visual Studio, and AllFusion Plex.
- Excellent understanding of coding methods and best practices.
- Extensive relational database and operating systems experience with Microsoft SQL and DB2.
- Thorough understanding of platforms such as Microsoft Windows Desktop and Server, and ESRI ArcGIS.
- Solid working knowledge of current Internet technologies.
- Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues.
- Hands-on experience developing test cases and test plans.
- Knowledge of applicable data privacy practices and laws.

Personal Attributes

- Able to communicate effectively with non-technical staff and with members of interdisciplinary teams.
- Flexible and adaptable in regards to learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Ability to conduct research into software-related issues and products.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work both independently and in a team-oriented, collaborative environment.

Work Conditions

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift moderately heavy objects such as computer drives, monitors, and other peripherals.