

**Jefferson County
Position Description**

Name:		Department:	Management Information Systems		
Position Title:	Senior Systems Analyst	Pay Grade:	10	FLSA:	Exempt
Date:	March 2015	Reports To:	Systems and Applications Manager		

Purpose of Position

The purpose of this position is to assist in the analysis, design, implementation and maintenance of application/system specifications necessary to fulfill the County's computing needs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Analyzes County system needs and follows through with designing, testing, implementing and improving systems using Information Technologies resources.
- Troubleshoots end-user needs and application errors and provides solutions.
- Assigns projects and tasks to Systems Analyst and Programmer Analyst, reviews staff work and advises staff on complex systems analysis and programming.
- Updates, monitors and maintains web server systems including the movement of systems from server to the internet using compatible applications.
- Conducts user training by meeting with clients and instructing them on how to use the systems.
- Trains end-users on County application systems as well as report generation software.
- Documents system applications and procedures of systems and departmental standards, programming code and comments and prepares easy-to-use documentation for clients.
- Administers user security covering multiple systems throughout the County.
- Researches and recommends purchases of new systems and software and assists in implementation of system upgrades.
- Assists Systems and Applications Manager in his or her absence.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

Other Requirements

Physical: None

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelors degree with major coursework in computer science or related field and five years of related experience in systems and programming analysis is required, or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Required to have design experience and/or knowledge in programming languages and application packages including: PHP, javascript, html, and MYSQL. Experience with COBOL/RPG, DB2, SEQUEL jQuery, and IBMi systems preferred.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date