CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: **Programmer / Analyst**
FUNCTIONAL AREA: **Information Services Department**

WORK OBJECTIVE:

This is professional work that combines interpersonal, communication, analytical, and technical skills in the delivery of business application support and service. Work involves development and maintenance of business applications, and/or training and consulting support to other city staff in their use of general purpose application software. Work is performed under the guidance of a supervisor and is reviewed through conferences, status reports, observation, customer surveys, and tangible results.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepare documentation and procedures concerning production services and systems and their operational interfaces and processes.
- Identify and document opportunities for improvement relative to current business processes being used in home and client departments.
- Analyzes a department's procedures, information needs and available data and applications to determine solutions that best meet their business application needs.
- Conducts "how to" type training sessions for city staff in the use of business applications, and/or general purpose application software.
- Assists city staff in determination and resolution of problems related to their use of general purpose application software and PC's.
- Develops and/or maintains enterprise or interdepartmental applications that use general purpose application software.
- Installs and tests new releases of business application software received from vendors.
- Develops ad hoc reports and/or provides data integration services for departments.
- Installs PC hardware and software.
- Performs related work as required.
- Performs after hours support as required.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associate's Degree or vocational certificate in related curriculum and 2 years relevant work experience; or high school diploma with 4 years relevant work experience

Knowledge, Skills, & Abilities –

- Knowledge of at least one set of the operating systems, database management systems and software development tools being used at the city to support business applications.

- Ability to follow standard practices and testing procedures.
- Ability to keep records, prepare reports, and perform administrative tasks.
- Ability to establish and maintain effective working relationships with others.
- Ability to physically lift and move equipment up to fifty pounds.
- Ability to develop and conduct training classes.
- Ability to communicate clearly and concisely, orally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.