

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

SENIOR SYSTEMS/PROGRAMMER ANALYST

Under general administrative direction, is primarily responsible for the conceptualization, design, implementation, maintenance and modification of data processing system applications which meet the needs of the Marin County Office of Education with minimum costs and maximum benefits for various user school districts. Assignments are normally given in terms of broadly stated objectives, with a minimum of supervision and technical work direction. Deals directly with Marin County Office of Education designated staff members in the development of maintenance of projects.

DUTIES AND RESPONSIBILITIES:

1. Conceives and designs data processing system applications to solve Marin County Office of Education problems and meet user school needs by applying system analysis and programming expertise to determine system requirements; establishes working parameters and formats; identifies potential problem areas; insures system flexibility to accommodate future refinements; provides maximum hardware/software compatibility and optimum user procedures for system operation and benefits.
2. Communicates any system changes that affect commitments; acts as consultant in resolving difficult technical problems affecting specific projects.
3. Detects program deficiencies, determining and developing appropriate error corrections, testing corrections to verify accuracy, and incorporating subsequent modifications with original programs to produce updated versions.
4. Performs evaluations in the development, implementation, and maintenance of complex programs or systems. Reviews completed programs or systems for possible refinements, verifies that required modifications have been tested and integrated and insures that revisions have been made to affected documentation.
5. Makes feasibility studies and cost/benefit analyses and presents findings.
6. Maintains an up-to-date knowledge of current advancements in the programming field.
7. Functions in a technical lead capacity and is responsible for the implementation and integration of a total application program. Delegates responsibility for specific assignments to individual team members, establishing realistic schedules and completion dates, monitoring and evaluating the progress of each system component, and insuring that the total system is a tested, integrated, reliable end product.
8. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM OUALIFICATIONS:

- Education: Two years of college level training with emphasis on computer programming and including courses in mathematics, business management and accounting.
- Experience: At least three years full-time paid experience as an electronic data processing systems analyst and/or programmer of which one year has been equal to a Programmer Analyst I. Appropriate and functionally related experience may be substituted for the educational requirement on a year for year basis.