



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Programmer-Analyst	FLSA:	Exempt
DEPARTMENT:	Information Technology	REVISED:	

Summary: Under general supervision, develops, analyzes and modifies new and existing program applications to enhance the user's capability to collect, share and manage data.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops, creates, encodes and debugs a variety of software application programs to enhance user's capability to collect, share and manage data.
- Meets with departments and users to analyze operations and organization, and identify technology needs; interprets concerns, defines desired results, and develops application programming solutions; analyzes source and content of data and reporting requirements; develops project plan and obtains approval for the design of application programming.
- Develops programming solutions for application components; codes, tests and debugs to check for faults and errors; assures effective documentation of application development process.
- Maintains, modifies and updates integrated software applications; designs application enhancements, interfaces, custom graphics and revised functions; assures proper integration with other computer systems.
- Develops and deploys new applications; conducts program test and maintenance activities after implementation; monitors application functionality, and modifies it for optimum performance; detects and corrects software errors; prepares technical documentation of new application.
- Meets with users to review application utilization, identify functional inconsistencies, and resolve operational issues; provides post-implementation support to users as needed.
- Notifies management of conflicts with the schedule and completion of assignments.
- Responds to service requests; provides technical support and training to users; reviews utilization trends, identifies functional inconsistencies, and resolves operational issues.
- Assures effective communication of application development issues and strategies; coordinates development activities with other departments and agencies.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, policies and procedures.
- Knowledge of computer software application development, implementation and analysis principles and techniques.
- Knowledge of techniques and procedures for coding, testing and debugging software.
- Knowledge of computer programming languages, technologies and protocols.
- Knowledge of functions and capabilities of MS software, database design and operating systems.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of project planning and management principles, tools and techniques.

- Skill in defining needs of County departments and developing application solutions to meet their needs.
- Skill in evaluating business requirements and new computer system solutions.
- Skill in developing computer programs using different programming languages and operating systems, and managing system documentation.
- Skill in development of custom graphics and reports.
- Skill in managing application changes through all the stages of the development life cycle.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Computer Science or related field; and four (4) year's programming and database administration work experience; OR equivalent combination of education, training and experience; AND successful completion of a criminal history and background check.