

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 176

INFORMATION TECHNOLOGIES ANALYST IV

GENERAL

Advanced technical work in systems design, application programming, software implementation, trouble shooting, technical writing and end-user training. Work is performed under general supervision of the Director of Information Technologies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for system design, development, documentation and implementation of application software systems on a variety of computer platforms, including the IBM AS/400 and Intel-based Windows-NT servers and workstations.

Works closely with third party application software vendors in the installation and maintenance of mission-critical software systems.

Installs upgrades to operating systems. Adjusts operating system parameters, as required.

Serves as lead analyst/project manager for specific modules of third party application software systems.

Creates training materials and conducts training classes for users of mission critical systems.

Serves as system security officer, managing all access to internal systems.

Performs data backup and restore operations. Creates data transfer and conversion utilities on an ad hoc basis. Creates and maintains reporting systems for outside agencies.

Provides written and oral reports of activities to management.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office methods and procedures. Considerable knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM AS/400, Windows-NT Server and Workstation, H.T.E. Municipal Application Software, and the Microsoft Office suite of applications. Ability to demonstrate proficiency in at least one programming language. Ability to establish and maintain effective working relationships. Ability to conduct research and define results. Effective oral and written communication ability. Ability to work alone or as a member of a team. Ability to supervise and teach. Considerable knowledge of the operation, uses and capabilities of at least one database management system.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or related field. Ten years experience in programming and systems design.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/98

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.