

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 166

BUSINESS COMMUNICATIONS ANALYST

GENERAL

Responsible technical work in application programming, software implementation, radio communications, trouble shooting and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Responsible for programming, documentation and implementation of application software systems on a variety of computer platforms, including (but not limited to) the IBM iSeries and Intel-based Windows servers and workstations.
- Works closely with third party application software vendors in the maintenance of mission-critical software systems.
- Supports analog and digital hand held and mobile radios.
- Serves as lead analyst for specific third party application software systems.
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Meet with Department heads to discuss their growth and vision –Interview with Internal stakeholders
- Reduce cost and increase efficiency through applications
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office methods and procedures.
- Knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM iSeries, Windows Server and Workstation, Superior Municipal Application Software, and the Microsoft Office suite of applications including SQL.
- Excellent Project Management skills
- Strong analytical, problem solving, and conceptual ability
- Ability to demonstrate proficiency in at least one programming language.
- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or related field. Eight years experience in programming and application software development.

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.

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

Rev 10/17

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 30/42

Location: IT Department

GERS: Regular: Regular Class