

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 164**

**SR. BUSINESS APPLICATIONS ANALYST**

**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 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 system design, development, documentation and implementation of application software systems on a variety of computer platforms, including the IBM iSeries and Intel-based Windows 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.
- Knowledge of the operation, uses and capabilities of at least one database management system.
- 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.
- Strong technical background in relational database management, report development tools in Crystal Reports, SQL, and SSRS.
- 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 work alone or as a member of a team.
- Ability to supervise and teach.
- 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. 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.

*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:** 32/42

**Location:** IT Department

**GERS: Regular:** Regular Class