

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

COMPUTER PROGRAMMER/ANALYST

DEFINITION

With limited supervision, translate user's requirements of the data processing system into functional programs and/or modifications to existing programs; analyze system and program errors and provide and implement solutions. Capable of improving systems through better procedures and adapting system to handle additional requirements. Define problems, prepare and program detailed operations and set up command codes of instruction for electronic data processing equipment; and perform related duties as required.

EXAMPLES OF DUTIES

Assist the Computer Services Coordinator with the development and management of all computer system, of policies and procedures pertaining to hardware and software applications; assist in the development of goals, objectives, and work standards for the division; design and prepare materials for proper testing of computer programs and develop documentation for new systems; estimate time requirements, test and implement projects as they are developed and debug as problems are identified; assist users by modifying, designing specifications for, and/or enhancing application programs; coordinate with operations personnel regarding system installation and solutions of operational problems.

MINIMUM QUALIFICATIONS

Knowledge of: General operating principles and parameters of the type of mainframe and personal computers used by the City; interactive computer programming procedures and techniques; operating systems as applied to a multi-user system; appropriate languages with primary emphasis in COBOL; and of accounting and EDP systems analysis techniques.

Ability to: Plan, organize and implement systems development and review and evaluate existing systems; perform computer programming work of advanced difficulty with a minimum of supervision; communicate clearly and concisely, both orally and in writing; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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Experience: Six years of experience in a computer-related field, to include at least four years of mainframe computer programming and two years of operating a mainframe computer system. Experience in City government computer operations, micro-computer and related software desirable.

Education: Graduation from high school or equivalent. A Bachelor's degree with major course work in Computer Science or related field may be substituted for a maximum of two years of the required experience.

License: Must possess a valid Class C California Driver's License. This position may require bonding.

R: 02/07