

County of Berks

POSITION DESCRIPTION FORM

Position Title: Developer Analyst

Department: Information Systems Reports To: (Title) Development Services Manager

Wage Category: Exempt Non-Exempt

EEO-1 Category: Professionals Union Classification: N/A

POSITION SUMMARY:

The Developer's Analyst's role is to define, develop, test, analyze and maintain new software applications in support of the achievement of business requirements for various departments throughout the County of Berks. This includes configuring, developing, writing, coding, testing, and analyzing software programs and applications. The Developer Analyst will also research, design, document and modify software specifications throughout the production life cycle. Additionally, the Developer Analyst will maintain databases to ensure they are running efficiently and with minimal downtime. Job duties also include documentation, end-user training, and implementation into production.

Job duties are performed with supervision and direction.

POSITION RESPONSIBILITIES:

Essential Functions

1. Perform system design by evaluating possible solutions to achieve desired results, determining most cost-effective solution, creating program specifications, and establishing time frames for coding and testing phases.
2. Research new application development software products, languages and standards in support of procurement and development efforts.
3. Write, translate and code software programs and applications according to specifications

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4. Work with network administrators/operators to assist in resolving problems with software products or systems.
5. Recommend, schedule and perform software improvements and upgrades.
6. Develop and maintain user manuals and program documentation
7. Train end-users to operator new or modified programs.

NON ESSENTIAL FUNCTIONS

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree in computer science, business administration or closely related field.
2. Five (5) years of programming/design experience.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of technology and business skills to provide practical, cost effective and efficient solutions to a variety of programming problems and tasks.
2. Flexible and adaptable in regards to learning and understanding new technologies.
3. Understanding of platforms such as Windows
4. Knowledge of coding languages
5. Knowledge of the basic concepts of business accounting and business math.
6. Skill in troubleshooting and analyzing problems.
7. Ability to communicate effectively both orally and in writing.
8. Ability to listen effectively to end users in the analysis of problems.
9. Ability to establish and maintain effective working relationships.
10. Highly self motivated and directed
11. Attention to detail

PHYSICAL DEMANDS:

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
