

SUPERVISOR OF SYSTEMS ANALYSIS AND PROGRAMMING

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position involving responsibility for conducting detailed analysis of administrative, financial and statistical operations, designing data processing application for such operations and supervising programming. The position requires considerable contact with potential and present data processing users in eliciting details of operations which are potential applications of data processing and training users in use of hardware and software. The work is performed under the general supervision of the Director of Computer Services. Supervision is exercised over a staff consisting of Computer Programmers, System Analysts, Senior Computer Programmers and Programmer/Analysts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and schedules systems analysis and programming activities;

Designs and implements software application by analyzing system requirements and specifications;

Develops systems charts, logic diagrams and detailed program flow charts;

Develops appropriate tests to assure system reliability;

Develops, modifies, implements, documents and maintains complex software systems including researching, interpreting, developing and synthesizing programming/systems/hardware/user requirements into a total package;

Writes programs using IBM Cobol, Command level CICS, and Basic Map Support;

Prepares program requirement for Programmer including resources available, programs on systems which will interface, schedule for completion, test data, acceptance criteria for the results of any test, and the order in which specifications are to be implemented;

Supervises Programmer in the designing, coding, testing, documenting and implementing of programs and/or systems;

Establishes and maintains work relationships in order to tactfully and effectively communicate requirements and appropriate corrective action procedures to department heads, commissioner, vendors, outside systems consultants, users and interdepartmental personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the application of data processing equipment to administrative, financial and statistical operations;

Thorough knowledge of software systems design and implementation;

Good knowledge of computer programming principles and procedures;

Ability to translate and adapt administrative, financial and statistical data to programs for use in a data processing operation;

Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships
with department heads, vendors, outside system consultants,
users and interdepartmental personnel;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in electronic data processing, computer science or a closely related field and two years of experience in computer programming and systems analysis included but not limited to, participation in such areas as the design and implementation of computer systems, including feasibility studies, the generation of program specifications, coding, development of test data, program testing, parallel testing, pilot project and post installation follow-up; OR
- B Completion of 60 college semester credit hours from a regionally accredited or New York State registered college or university including at least 15 credit hours in data processing and four years of experience as specified above in A); OR
- C) Six years of experience as specified in A) above; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Micro or Personal Computer experience is not qualifying.