

Systems & Programming Analyst

SUMMARY:

Responsible for planning, organizing, and directing the activities of personnel who are responsible for A) maintaining current computer applications programming capabilities and B) developing and implementing new systems and/or programs designed to meet management's information needs, reduce processing time and costs, and to interface programs and systems with the computer hardware.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Designs, implements, and documents entire system for programming.
- Examines and learns each stage of procedure.
- Considers the volume, arithmetic formulas, forms and workflow of the data.
- Develops and follows flow charts for work in development, progress, and completed.
- Coordinates the purchase and design of input-output forms, keypunch instructions, and familiarization of new duties with other departments.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)