

PINELLAS COUNTY SHERIFF'S OFFICE
PROGRAMMER/ANALYST
Job Code: 30096

CHARACTERISTICS OF THE CLASS

Under the direction of the Information Systems & Analysis Manager, the position creates and enhances computer systems through design, programming, system analysis, and coding techniques. An employee in this class surveys, interprets, and instructs customers in solving a wide variety of issues, including hardware, software, security, and ad-hoc reporting, and provides technical expertise in multi-platform environments and makes use of multiple programming languages to accomplish goals for the Agency.

The employee solves a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning, composes sensitive, non-routine correspondence requiring tact and diplomacy and/or complex or summaries for which established formats generally do not exist, and delivers presentations regarding potentially controversial issues. The employee has daily contact with other employees and the public. The primary purpose of the position is to develop innovative ideas and solutions of potentially great significance to the organization's future. Planning and scheduling is significant where a relatively large part of the job is planning/scheduling activities for others and the employee. Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. Work is assigned by supervisor who provides general guidance allowing for employee planning of procedures and methods to attain objective. Errors in work may cause delays in work or losses in expenditures for materials and/or equipment or unjustified work time.

EXAMPLES OF DUTIES

Develops and installs new applications and upgrades to existing software; works with outside vendors in troubleshooting applications; monitors systems and sub-systems to adjust parameter and enhance system performance.

Analyzes and identifies requirements for new applications and evaluates the acquisition or development of appropriate programs; performs technical analysis to ensure compatibility and assess impact on existing systems.

Designs, models and creates a variety of proprietary applications for the Office; writes, documents, and implements programs, reports, web pages, interfaces, databases, and associated structures; debugs and tests software prior to implementation.

Manages and coordinates projects within Office and other agencies as necessary; maintains contact with software and hardware vendors assisting with problem determination and resolutions.

Coordinates with customers, technical support and operations staff to design, implement, optimize and maintain databases ensuring efficiency, security and integrity.

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Assist customers on a daily basis with software, hardware, or network related issues including security deployment and ad hoc reporting for any special requirements as needed; responds on an immediate basis with assistance to the customer for timely support of software, systems, reporting and security issues; provides recovery assistance and customer support by participating in a 24/7/365 on-call emergency response team.

Provides support in the operation and use of business applications; creates training programs as well as coordinates and trains I.T. staff and customers; evaluates new technology such as database applications, various system utilities, programming languages and third party business applications.

Manages and configures web servers, application servers, and database servers.

Assists in the training of personnel.

Participates in Sheriff's Office recruitment and community relation's activities as directed.

Performs related work as directed or required.

QUALIFICATIONS

A. Training and Experience

Bachelor's degree gained through four-year college/university academic program or specialized technical training of equivalent length, and at least three years experience developing ASP.net and VB.net applications. Must be able to acquire and maintain FCIC certification and possess a valid Florida driver's license.

B. Work Conditions

Work is indoors in a temperature-controlled environment. During a typical workday there may be exposure to hazards within a jail environment, including blood borne pathogens, security and safety issues.

The physical activity regularly expected is reaching, standing, sitting, walking, pushing, pulling, lifting, talking, hearing, and repetitive motions. The lifting requirements are up to 25 pounds.

C. Essential Requirements of the Position

Knowledge and experience with systems analysis and design procedures used to analyze and design new or existing systems to meet technical standards, achieve integration with other data resources, and work with IT management or other systems analysts.

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Ability to implement projects or systems that meet Agency objectives.

Knowledge and experience with the practices and techniques of computer programming and system design for the design of application programs, interfaces to existing or new systems using modern programming languages. Experience with effective debug methods to ensure correct results before implementation.

Knowledge of database concepts, designs, and management tools to develop databases and associated applications or reports, to cross-reference various data dictionaries to perform database integration, and to implement database technology and information systems to meet Agency needs.

Knowledge of short term project management and time management to work on current and future projects that require planning, development and implementation.

Comprehensive knowledge of the capabilities and limitations of Microsoft Windows operating systems, Microsoft SQL database and common business application software.

Knowledge of the iOS and Android operating systems. Experience developing Objective-C and Java applications.

Extensive knowledge of the Microsoft .Net Framework including programming in VB.net.

Knowledge of trouble shooting procedures to perform functional and performance tests of hardware and software to resolve issues, and be able to analyze system faults and determine problem areas.

Knowledge of hardware and software to facilitate the design, development and support of system applications on a variety of platforms in a manner that can increase the efficiency and effectiveness of procedures, systems, and Office resources.

Time management and organizational skills.

Inter-personal skills.

Verbal and written communication skills.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.