



WORKING TITLE: SENIOR PROGRAMMER ANALYST – DATABASE ADMINISTRATOR	CLASSIFICATION: SENIOR PROGRAMMER ANALYST
DEPARTMENT: INFORMATION TECHNOLOGY	DIVISION: INFORMATION TECHNOLOGY
PAY RANGE: OPEU 26	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: September 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs technical work in developing and maintaining existing computer programs and designing new systems for Yamhill County. Also performs database administration for SQL and other IT databases. This is a Senior level position, generally requiring approximately ten years of successful experience as a Programmer/Analyst – Database Administrator. Maintaining existing systems by reviewing change requests and making appropriate changes to the programs. Analyzes work systems and processes. Confers with user departments during software development and maintenance.

SUPERVISION RECEIVED:

Works under general direction of Department Head or administrative superior but is expected to manage major projects with little or no direct oversight.

SUPERVISION EXERCISED:

Supervision is not a responsibility of the position. May be assigned to exercise limited supervision of other Information Systems staff or contractors.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs extensive analysis of processes and procedures to determine an effective approach to programming and/or recommendation of systems development. Tasks are generally divided to approximately 90% analysis and 10% programming.
- Performs database administration of MSSQL and other databases. This includes performance, design, debugging, backups, restores, maintenance plans, and other activities related to the operations of databases used at the County.
- Writes and maintains SQL queries, functions, triggers, and stored procedures.
- Facilitates data and data management between platforms (ETL, ELT).
- Administer document management system.
- Applies advanced principles of current Information Systems design methodologies.

- Prototypes applications and associated business processes.
- Partners extensively with user departments to validate plans, procedures, and ideas.
- Creates opportunities to partner with and add value to individual departments as they accomplish their missions. application systems and software.
- Establishes plans for testing and modification of applications, programs, and complete systems.
- Executes and analyzes utility programs in the development and/or maintenance of application systems and software.
- Performs analysis and constructs processes to manage data and data management between equipment platforms.
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Computer capabilities/resources and programming techniques.
- Advanced database design, analysis, operating principles, and utilities.
- Principles and techniques of workflow charting and other system design
- PHP, Powershell, Reporting Tools, MS Office

SKILL IN:

- Communicating, both orally and in writing.
- Working with client/server and networked systems design, development, and acquisition.

ABILITY TO:

- Analyze procedural operations and to organize their component parts into a logical system.
- Analyze and integrate external systems and procedures.
- Write machine instructions in programming languages currently used by Yamhill County.
- Establish and maintain effective working relationships with co-workers, supervisors, and user departments.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Generally, ten years or more of demonstrated successful experience in developing and maintaining computer application programs and/or ten years' or more of experience in appropriate computer languages and successful completion of related training; or any satisfactory combination of experience and education which ensures ability to perform the work required. This is a senior and highly experienced programmer/analyst expected to manage projects of major magnitude. Must have a demonstrated success record in the implementation of large and extensive business applications.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.