

Jurisdictional Class: Competitive
Adopted: February 11, 1998
Revised: August 3, 2010

SUPERVISING PROGRAMMER/ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical complex programming work involving responsibility and proficiency in applications programming, systems analysis, systems programming and design, documentation, testing, and implementation of complex computer systems. Programming and system assignments often impact departmental functions, and may have divisional or municipal wide-area ramifications. Training and supervision is exercised over lower level classifications in this series. Work is performed under the general supervision of the Director of Information Technology with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides top level internal technical guidance to applications programming personnel;
Schedules programming projects, utilizes feasibility studies, and coordinates the activities of the programming section;
Ensures development, documentation, and maintenance of programs, software systems, and procedures;
Delegates programming assignments to computer professional based on capabilities and experience;
Creates innovative, nonstandard program design and logic features to meet complex, detailed idiosyncratic user needs;
Outlines programming problems and develops assignments leading to resolution;
Advises user-groups of the feasibility and design of programs and projects;
Instructs, directs and evaluates the systems work of lower-level computer professionals;
Plans, organizes and controls the activities of subordinates including work scheduling and assignment of personnel to projects being studied or processed;
Performs information resource in design of intricate computer systems;
Oversees the design and development of subsystems, enhances current systems and proposal formulation;
Evaluates feasibility studies, reviews statistical research, and analyzes detailed specifications regarding design of new systems;
Develops detailed system optimization techniques, system designs, and modifications involving complex and problematic program design, difficult logic sequences, or nonstandard programming applications;
Designs and conducts tests to uncover errors in highly complex, time-dependent systems software;
Makes cost/benefits decisions regarding purchase and utilization of complex system software;
Supports senior-level staff in determining systems requirements and capabilities, as well as appropriate equipment configurations;
Provides direction in the ongoing process of support for departmental users.

Supervising Programmer/Analyst

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of systems programming techniques, systems analysis, applications programming techniques, and concepts;

Thorough knowledge of computers and peripheral equipment;

Thorough knowledge of modern office methods and techniques;

Ability to analyze procedures;

Ability to issue complex oral and written instructions;

Ability to supervise;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally-accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer technology, or closely related field and three (3) years of experience in computer programming; two (2) years of which must have been in a supervisory or administrative capacity.