



City of Tempe

LEAD PROGRAMMER ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	535	<i>FLSA Status:</i>	Exempt
<i>Department / Division:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$87,999
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$118,799
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Programmer Analyst
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives supervision from the IT Applications Supervisor or other IT management staff.
 Exercise functional and technical direction over professional staff as needed.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Minimum of two years of senior level computer programming and systems analysis experience.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide leadership and oversight to the IT programming team and perform complex and highly technical work in the analysis, design, programming, testing, installation and maintenance of computer application systems within the City's current environment.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate the IT programming team's daily operational responsibilities; i.e. scheduling, troubleshooting, resource management, etc.
- Serve in a leadership capacity for the IT programming team; provide both formal and informal training, oversee quality control and serve as first line of assistance for the IT Applications Supervisor in the operation of the team.
- Assist in the hiring and training of new Business Solutions Programming staff.
- Assist in evaluating work flow and other activities by accessing and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Recommend and assist in the implementation of goals, objectives, policies, and procedures of the Business Solution's programming staff.
- Analyze, modify, test and debug new and existing computer programs; analyze problems and make modifications to systems and individual programs as required;
- Develop an entire application from conception and design through the implementation phase; prepare flow charts and other documentation; maintain assigned projects and systems;
- Develop modifications or enhancements to existing programs to meet customer needs or system design changes;
- Evaluate operations and activities of assigned program responsibilities; recommend improvements and modifications; write and modify operating procedures;
- Consult with other IT staff to coordinate system activities and to identify needs;
- Assist with resolving program and operational problems; analyze cause of problems, design solutions and take corrective action;
- Assist with user implementation of computer systems; provide customer training; prepare system, program, and customer guides documentation;
- Assist in providing or coordinating staff training; assign and evaluate work done by programming staff when functioning as a project lead; ensure that project deadlines are met;
- Participate in complex program design projects and feasibility studies; assist in solving the most difficult programming problems;
- Prepare various reports on operations and activities including project schedules and updates, program manuals, charts and diagrams;
- Assist in preparing technical specifications for bids and purchase requests;
- Attend meetings and conferences including training seminars and professional meetings; monitor and review new software and hardware products;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective July 2015