



# City of Tempe

## SENIOR PROGRAMMER ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	401	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$81,360
<i>Supervision Level:</i>	Non-supervisory	<i>Salary / Hourly Maximum:</i>	\$109,836
<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>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives supervision from the IT Supervisor or from other supervisory or management staff. May be assigned specific tasks by the designated Business Analyst.

May provide functional and technical direction to professional and technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Minimum of three years of responsible computer programming and/or systems analysis experience, including experience developing systems using multi/tier and web technology. Responsible database and application experience within the current technologies utilized by the City is preferable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or 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 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.
- 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 to implementation phase; prepare flow charts and other documentation for programs; 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 various departments and divisions to coordinate system activities and to identify needs;
- Assist other departments and divisions with 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;
- Be assigned to multiple projects, while receiving task direction from different Business Analysts at the same time;
- 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;
- Operate a computer and related equipment as required;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

#### 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

#### **JOB DESCRIPTION HISTORY**

*Revised January 1996*

*Revised November 2001 (range adjustment)*

*Revised June 2005*

*Revised April 2007*

*Revised Nov 2010 (Removed optional driver's license statement)*

*Revised Jan 2011 (supervision; update mq's and essential functions)*