

# MARSHALL COUNTY, ALABAMA

## Job Description

### SYSTEMS ANALYST

**Department:** Data Processing

**Job Code:** 976

**Pay Grade:** 112

**FLSA Status:** Exempt

**Reports To:** Information Technology Manager

#### JOB SUMMARY

The Systems Analyst develops detailed specifications for computer software. Monitors, evaluates, and assesses software performance and provides solutions to information processing problems. Provides training and education to employees regarding use of computers. Performs computer database design, program coding, testing debugging, documentation, and implementation.

#### ESSENTIAL JOB FUNCTIONS

- Determines user needs and assists in the design and implementation of new systems, applications, modifications, and enhancements.
- Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer systems.
- Confers with users, identifies problems, identifies specific input and output requirements, and determines how data is to be summarized and required reports.
- Designs data reporting formats (batch) and data entry screens (online), as needed.
- Specifies detailed description of needs, program functions, and steps required to develop or modify software or program.
- Reviews computer system capabilities to determine whether requested program change is possible within existing system.
- Coordinates program development and assists in analyzing and solving systems and programming problems.
- Prepares workflow charts and diagrams to specify operations to be performed by equipment and computer programs and operations to be performed by personnel in the system.
- Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development and for use in training.
- Tests, evaluates, and debugs software systems prior to installation.
- Assists in preparing cost estimates for projects.
- Coordinates implementation of new/improved systems with users and operations personnel.
- Installs new computers, hardware, software, and cabling.
- Maintains existing computers, ensuring all updates, applications, and security measures are in place and working properly.
- Provides technical assistance to users.
- Troubleshoots phone, printer, software, and hardware issues.
- Monitors and evaluates effectiveness of installed systems, including complex systems such as Geographic Information system.
- Trains system users.
- Designs, creates, and maintains all the County websites.
- Designs and develops web applications.
- Administers databases and network resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in computer science or a related field and four (4) years of experience in systems analysis, design, development, and maintenance, or writing programs for Geographic Information System applications or other large-scale applications, or an equivalent combination of education and experience. Experience in an IBM AS/400 environment using RPG IV, PDM, COBOL, and SDA preferred.

### **Licenses or Certifications:**

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Termination of Copper and Fiber Optic Cable certification preferred.

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge modern information processing techniques and systems analysis.
- Knowledge of Geographic Information Systems hardware and software components, data communication, and network methods and techniques.
- Knowledge of the capabilities and operating requirements of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments.
- Knowledge of modern applications of computer technology to problems in the workplace.
- Ability to plan, organize, and conduct systems analysis and evaluate administrative processes and procedures.
- Ability to efficiently monitor program development and thoroughly document necessary system modification and enhancements.
- Ability to assist users in solving system and programming problems.
- Ability to translate technical terminology into terms understandable to management, department officials, and employees.
- Ability to establish effective working relationships with employees and department heads.
- Ability to work independently.
- Ability to think logically for interpreting and analyzing problems assigned or encountered.

## **PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, hearing at a level to discriminate sounds, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, walking, talking at a level to exchange ideas, talking to be heard above ambient noise, visual acuity at a level to view computer terminal, analyze data, and read extensively, visual acuity at a level to include color, depth perception and field vision, visual acuity at a level to determine accuracy and thoroughness of work assigned, visual acuity at a level to operate motor vehicles and visual acuity at a level of inspecting small parts.

## **WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable office environment. Work may require traveling between locations.

**Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

**Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.**