



<b>WORKING TITLE:</b> PROGRAMMER/ANALYST – DATABASE ADMINISTRATOR	<b>CLASSIFICATION:</b> PROGRAMMER/ANALYST
<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY	<b>DIVISION:</b> INFORMATION TECHNOLOGY
<b>PAY RANGE:</b> OPEU 24	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> 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. Primarily responsible for maintaining existing systems by reviewing change requests and making appropriate changes to the programs. Work involves analysis of 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.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of the position.

**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:**

- Analyzes processes and procedures to determine an effective approach to programming and/or recommendation of systems development. Tasks are generally divided to approximately 50% analysis and 50% 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.
- Applies principles of current Information Systems design methodologies.
- Prototypes the application and associated business processes.
- Acts as liaison 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.
- Tests and modifies applications and programs.
- Executes and analyzes utility programs in the development and/or maintenance of application systems and software.

- Facilitates data and data management between equipment platforms (ETL,ELT)
- Administer document management system.
- Performs other related work as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

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

#### **SKILL IN:**

- Client/server and networked systems design and development.
- Designing and operations of databases.

#### **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:**

Three to ten years' experience in developing and maintaining computer application programs and/or three to ten years' 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. Also, experience in designing and maintaining databases and associated utilities.

#### **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.

Must 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 workday.

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 in office environments 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.*