

SNOHOMISH COUNTY JOB DESCRIPTION
BUSINESS APPLICATIONS PROGRAMMER/ANALYST

Spec No. 3383

BASIC FUNCTION

The Business Applications Programmer/Analyst is responsible for analysis, product evaluation, design, development and project management of system enhancement, configuration and acquisition. A person in this position applies advanced, extensive knowledge and skills in multiple integrated specialties in researching and developing practical, efficient and cost effective solutions; takes a lead department role in defining methodologies and procedures to establish and maintain information systems to include the collaboration with other county departments, state and federal offices, as well as contractors and agencies; applies an understanding of strategic critical thinking and communicates effectively.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Applies advanced knowledge and skills in multiple integrated specialties with proficiency in all job functions related to application and software development, databases and electronic records.
2. Provides creative, practical solutions, consulting with staff as needed, and designs/creates programs, data structures and reports in the area of applications.
3. Regularly represents department; leads small groups; and is able to shape significant positive change in work correlated with application and software development, databases and electronic records.
4. Effectively applies a working knowledge of project planning, management and methodologies in projects that incorporate applications, software, databases and electronic records.
5. Acts independently, with understanding of complex issues, consequences for users, impact on resources, short and long term implications, and potential risk.
6. Exercises considerable judgment in determining objectives and prioritization of assignments.
7. Demonstrates understanding of advanced rigorous thinking skills on complex issues; uses thinking skills that involve analyzing, prioritizing, abandoning prejudices and previous ideas, and applying practical considerations; delivers at an advanced level of competency in multiple specialties and roles related to the area of applications.
8. Communicates effectively with others by developing and presenting material in written, verbal and graphic format about complex issues about applications.
9. Plans, develops, tests, and documents applications, applying knowledge of programming techniques and computer systems.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Serves as a liaison between various groups to develop policies and facilitate the implementation of modules, models and or enhancements; works with technical and non-technical staff, inter and intra- department personnel, vendors and a variety of external agencies or government entities.
11. Creates reports to support quality control and to provide management information; generates ongoing routine reports as well as ad-hoc reports as needed.

STATEMENT OF OTHER JOB DUTIES

12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in specific business function or field (technical, analytical, or scientific degree) and certification in a directly related specialty is preferred; AND, four (4) or more years of progressively responsible experience in a business technology role; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass criminal background check and job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- tools, standards, methods, best practices and industry trends applicable to this specialty to include business analyst and project management knowledge areas
- relational databases, client-server concepts and programming languages
- research and data collection techniques

Ability to:

- effectively communicate both verbally and in writing
- interact professionally with a diverse group, managers, users and subject matter experts
- be a strong customer advocate and provide solid customer service
- maintain user confidence and protect operations by keeping information confidential
- determine operational objectives by studying business functions
- ability to quickly comprehend complex data systems and business needs in order to streamline the underlying processes
- organize and prioritize multiple tasks and meet deadlines
- establish and maintain effective working relationships with users, departments, vendors, superiors and associates
- design and develop solutions as written in the requirements documents

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- monitor and maintain applications
- assist and/or provide end user training plans and documentation
- read, interpret and apply relevant federal, state and local laws, rules and regulations

SUPERVISION

The employee works independently, with minimal supervision.

WORKING CONDITIONS

The work is generally performed in typical office conditions.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2012
EEO Category: 2 - Professionals
Pay Grade: 242 - Classified Pay Plan
Worker's Comp: 5306 Non-Hazardous