

# SNOHOMISH COUNTY JOB DESCRIPTION

## SYSTEMS ANALYST - ASSESSOR

Spec No. 3379

### BASIC FUNCTION

To provide analysis, design, development and project management for implementing, deploying and maintaining custom and third party applications within the Office of the Assessor and assist office personnel to successfully use technology within their job functions.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes office operations to determine if new business solutions or programming changes are advisable or required; defines and describes the scope of computer system projects; conducts feasibility studies; writes project proposals and specifications; recommends solutions for management; designs, creates, documents, tests, implements and supports these programs; the resulting business solutions may be for use entirely within the department or as shared applications with other departments.
2. Develops the architecture for complex business systems which affect a large number of users in accordance with developed logic flow and data manipulation specifications; tests software development to ensure functional validity, making necessary changes to correct deficiencies or include additional pertinent data not included in original logic design..
3. Provides analysis and technical expertise on large or complex projects; manages projects throughout the design, development, deployment and maintenance phases; understands and applies the technical and statutory requirements and limitations necessary to meet the project's design parameters and record requirements; designs effective cost saving solutions for existing applications.
4. Documents computer programs and systems to include all aspects of input/output control and department standards; provides input criteria for testing and implementing new applications packages and major changes to existing applications.
5. Writes in-house workflow charts, procedural manuals, and training aids and instructs personnel of system functions; maintains detailed documentation for system(s) applications that are not vendor developed; coordinates staff education as needed.
6. Provides technical support in the administration of the Assessor Property Systems, including the administration of the department network and automated systems; provides ongoing support and maintenance to the Assessor sub-systems.
7. Creates and performs maintenance on the Assessor's Office internet/intranet web pages, adheres to responsibilities listed on the Service Level Agreement between Information Services and the Assessor's Office relating to content development and design; responds to public inquiries regarding web service and available data.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. In coordination with the Assessment Systems Division Supervisor, may serve as a departmental spokesperson on some technical matters on assigned committees; acts as a consultant on feasibility and implementation of existing and new technologies, and interprets for others complex information and task about application development.
9. Places into production documented and approved telecommunications, networking and batch processing software, and office productivity software according to established procedures.
10. Acts as personal computer coordinator, advises Assessment Systems Division Supervisor, Assessor & staff on equipment standards, makes recommendation for hardware and software purchases. Coordinates installation of personal computers and develops and assists staff in programming personal computers.
11. Maintains and updates the responsibilities of the Service Level Agreement between IS and the Assessor. To the degree that IS support is requested and/or service is provided within a Service Level Agreement, the position adheres to IS technical standards.
12. Complies with the change control notification and security requirement of the IS department.

### STATEMENT OF OTHER JOB DUTIES

13. May coordinate user requirements with system specifications.
14. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree with a major or minor in Computer Science or Computer Technology field, PLUS, two (2) years of experience in analysis and programming. Work related experience may be substituted for the required education or training on a year for year basis. Experience with a large, complex, relational database is preferable. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- existing departmental standards, hardware and software to accomplish assigned duties
- working knowledge of project planning, management and methodologies
- relational database theory and structures; network hierarchy and related structures
- Microsoft Office suite of software products

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### KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- systems analysis techniques
- current computer hardware capabilities and operations
- current database systems such as SharePoint, SQL Server & Access

Ability to:

- applies advance understanding of strategic critical thinking and problem solving
- develop solutions that are creative, effective and enduring
- learn to use county standard personal computer hardware and software, and related peripheral equipment
- create and maintain current database systems such as SharePoint, SQL Server, and Microsoft Access
- develop custom forms and reports for databases
- effectively function as a team member
- design/create applications utilizing technology to improve efficiency across all divisions of the Assessor's office
- independently analyze and solve problems and assist others in problem-solving
- communicate effectively, both verbally and in writing
- establish and maintain effective working relationships with superiors, associates, other county employees, representatives of other agencies, vendors and the general public
- read, understand and apply statutory and technical manuals and procedures
- work under pressure and meet deadlines; maintain required records and prepare necessary reports
- train others in the use of computer software and hardware
- exercise good judgment as to when to act independently and when to refer situations to higher authority

### SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

### WORKING CONDITIONS

The work is performed in the usual office environment.

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

[EEO policy and ADA notice](#)

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Class Established: November 2011  
Revised: November 2014  
EEO Category: 2 – Professionals  
Pay Grade: 239 – Classified Pay Plan  
Worker's Comp: 5306 – Non-Hazardous