

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Information Technology Department**

Programmer Analyst

\$59,656 - \$70,811

DATED: July 1, 2024

LAST DAY FOR FILING: July 15, 2024

EOE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the overall administrative planning, development, direction, coordination and monitoring of programs or projects as assigned by the Director. This position involves analyzing and evaluating operating procedures in various departments and work groups throughout the County. The incumbent works closely with staff at the county and is responsible for technical development of a project, direct involvement with users in identifying and designing and planning systems and applications software requirements. The incumbent collaborates in an advisory capacity in designing implementation of program application. Supervision may be exercised over the work of other subordinate staff as assigned by the Director. Work is performed under the general direction of the Director, with considerable leeway for exercising independent judgment in planning and carrying out assigned duties. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, coordinates and oversees special projects as assigned by the Director and explains and provides project information to staff;
- Prepares systems specifications, assesses, researches, analyzes and diagrams applications and systems for new computer based requirements;
- Provides application and technical support to users as needed including to identify and design system requirements;
- Performs complex system analysis and application design;
- Analyzes and evaluates operating procedures in various departments/work groups including developing corrections to problems related to applications;
- Responsible for technical development of projects and programs to adapt systems specifications for computer operations;
- May supervise, direct and assist subordinate staff;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of systems analysis, methods, procedures and techniques; good knowledge of methods of logical deduction and ability to analyze qualitative and quantitative data; good knowledge of programming concepts and techniques; good knowledge of office terminology and procedures; ability to gather data through observation, interview and research; ability to translate and adapt administrative, statistical and financial data to programs for use in systems operations; ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science or related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science and three (3) years of full-time experience, or its part-time equivalent as a programmer/analyst; **OR**
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science and five (5) years of full-time experience, or its part-time equivalent as a computer programmer and programmer/analyst; **OR** five (5) years in programming and systems analysis and development; **OR**

- (d) Graduation from high school or possession of a equivalency diploma and seven (7) years full-time experience, or its part-time equivalent as outlined above; **OR**
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov