



CERTIFIED

JUL 23 2015

By Webb County
Civil Service Commission

Systems Analyst
Information Technology

IT/3
Pay Grade: 21

JOB SUMMARY

This position is responsible for developing and supporting customized computer software applications.

MAJOR DUTIES

- Administers, maintains and operates servers.
- Develops and maintains disaster recovery plans.
- Performs data archiving functions; maintains the system storage tape library; replaces and stores tapes.
- Develops, maintains and troubleshoots applications and databases.
- Designs programs, scripts and queries for county departments.
- Designs and produces a variety of regular and special reports.
- Performs systems analysis for county departments to identify hardware and software needs and to design solutions.
- Assists in the management of the county website.
- Trains county personnel in the use of systems and applications.
- Provides help desk support to county users.
- Installs, maintains, and repairs system hardware and software.
- Assists in preparing analysis, plans, diagrams and verification procedures for computers applications.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of information technology systems and internal controls.

- Knowledge of information technology best practices.
- Knowledge of computer system design, architecture, and methodologies.
- Knowledge of relevant local, state and federal laws.
- Knowledge of customer service and end user support procedures.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Information Technology Director or Assistant Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include information technology best practices, department policies and procedures, and civil service rules and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the development and maintenance of customized software applications. Frequent changes in technology contribute to the complexity of the position.
- The purpose of this position is to develop and maintain customized software applications. Success in this position contributes to the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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