PROGRAMMER ANALYST SUPERVISOR

KIND OF WORK

Supervision of a programming unit in the design, development, and implementation of software.

NATURE AND PURPOSE

This employee is responsible for the supervision of a programming unit which performs analysis of modifications to existing systems and the design, development, and implementation of new systems or modifications. Supervisory responsibilities extend to job assignment, employee evaluation and overall staff maintenance. Responsibility is to a higher ranking administrative employee with work review based on results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises work efforts so that standard methods and procedures are employed and time and cost commitments are achieved.

Directs and coordinates unit activities.

Delegates authority and determines work assignments.

Evaluates staff performance.

Initiates appropriate action.

Interviews and recommends the hiring of new staff.

Acts as technical advisor to users in the resolution of systems problems and inquiries.

Examines the status and operation of existing systems and recommends or performs corrective measures.

Develops documentation for programs and systems in a clear, complete, and concise manner.

Reviews work requests and prepares estimates and specifications.

Performs detailed analysis of modifications to existing systems.

Assists in systems implementation and testing.

Performs related work as required.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

- The organization and supervisory principles and theories.
- Principles and techniques of detailed design programming.
- One or more programming languages.
- Computer and peripheral equipment operations, capabilities, and limitations.
- Data base and teleprocessing concepts.
- Design techniques such as modularization and structured design.

Ability to:

- Plan, lead, and schedule major programming efforts and provide work direction and guidance to others.
- Coordinate and direct the work of other employees.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely.
- Analyze complex problems for computer programming and to work out efficient solutions.

Est.: 4/81 T.C.: 4/91
Rev.: 12/83

Former Title(s): EDP Programmer/Analyst Supervisor