

**Attachment B  
BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Senior Programmer Analyst Coordinator

**DEPARTMENT:** Information Technology

**DIVISION:** Support Services

**GENERAL DESCRIPTION:**

Advanced technical work implementing and maintaining department-specific software technologies through design, systems analysis, and programming. This job includes a full range of problem resolution and technical support services to internal and external customers and coordinating vendor contracts for support of activities for department-specific information technology. Provides recommendations, and support to department management and staff regarding software innovations as well as assist with long-range technology planning, design, and implementation of IT software operating plans. Administrates and maintains complex software. Provide professional guidance to supporting vendors as required.

**ESSENTIAL JOB FUNCTIONS:**

1. Designs and develops computer programs that automate specific business processes. Tests, maintains, and modifies internal and third party software.
2. Makes logical and physical changes to computer databases/schemas and application programs.
3. Designs, models, documents, constructs, and executes data conversions and migrations utilizing departments data warehouses and software tools and third party software. Creates and executes test plans to insure high quality systems.
4. Recommends purchase of computers, peripheral equipment, and software and coordinates a plan for application software updates and upgrades.
5. Troubleshoots internal and third party bug fixes and enhancement request.
6. Designs and administers web pages for the Board's site.
7. Coordinates technology administration between departments and vendors, including the creation and administration of procedures governing the use of County owned and shared software assets.
8. Serves as a liaison between departments and IT Programming contractual services.
9. Reviews 3<sup>rd</sup> party plans and creates updated plans, identifying proposed software system changes/upgrades and maintains related documentation.
10. Consults with management and users to determine software needs and presents solutions to management.

11. Assists with implementation of new software solutions and plans.
12. Forecasts programs costs and expenses for the purpose of preparing annual and long-term budget proposals. Assists in preparing department's annual software budget.
13. Installs and maintains vendor related software, including such tasks as organizing and configuring related resources and managing in-house and vendor related software issues.
14. Ensures integration of current and planned automation systems, ensuring interface and integration with vendors, and partners where applicable.
15. Assist with evaluation and procurement of 3<sup>rd</sup> party software profession services and contracts.
16. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of programming languages used by the organization and the SDLC.
- Considerable knowledge of the uses of computers, related hardware and office equipment.
- Knowledge and use of personal computer architecture and networking.
- Knowledge and use of the MS Windows OS and Microsoft Server Programs.
- Ability to visualize and document the flow of data through the system and deal with abstractions in order to develop a sequence of operations to solve data processing tasks.
- Ability to read and interpret operating manuals.
- Ability to maintain effective working relationships with department directors, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities and submit project reports.
- Ability to understand and follow oral and written instructions, and to communicate, both orally and in writing, in a clear, concise and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.

#### **EDUCATION AND EXPERIENCE:**

- Associate of Science degree in Computer Science or a directly related field.
- Five (5) years of programming experience.

(A comparable amount of training, education or experience may be considered for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to lift medium weights (up to 45 pounds)
- Must be able to bend and squat

- Must be able to sit and view computer display screens for extended periods of time

**ENVIRONMENTAL CONDITIONS:**

- Primarily works inside in an office environment, with limited outside duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Information Technology Systems Coordinator

**DEPARTMENT:** Information Technology

**DIVISION:** Support Services

**GENERAL DESCRIPTION:**

Technical work implementing and maintaining department-specific technologies. This job includes a full range of problem resolution and technical support services to internal and external customers and coordinating vendor contracts for support of activities for department-specific information technology. Provides recommendations, and support to department management and staff regarding system innovations as well as assist with long-range technology planning, design, and implementation of IT operating plans. Administrates and maintains complex IT systems and processes. Provide professional guidance to supporting vendors as required.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates technology administration between departments and vendors, including the creation and administration of procedures governing the use of County owned and shared technology assets.
2. Serves as a liaison between departments and IT contractual services
3. Reviews 3<sup>rd</sup> party plans and creates updated plans, identifying proposed technology system changes/upgrades and maintains related documentation.
4. Consults with management and users to determine technology needs and presents solutions to management.
5. Forecasts programs costs and expenses for the purpose of preparing annual and long-term budget proposals. Assists in preparing department's annual technology budget.
6. Installs and maintains networks and workstations, including such tasks as organizing and configuring network resources and managing hardware and software issues.
7. Ensures that technology system-level activities are consistent with the identified needs of end-users and are compatible with department and County-wide technology initiatives.
8. Ensures integration of current and planned automation systems, ensuring interface and integration with vendors, and partners where applicable.
9. Assist with evaluation and procurement of 3<sup>rd</sup> party technology profession services and contracts.
10. Troubleshoots equipment and program problems on personal computers, printers and telephones.
11. Maintains voice mail and call accounting programs.

12. Recommends purchase of computers, peripheral equipment, networking equipment, and telephone equipment.
13. Sets up workstations on the network to communicate within the workgroup and domain, and setups up file and printer sharing, and Internet connection, as well as intranet email.
14. Monitors, facilitate, and ensure effective network communication across local area network (LAN) and wide area network (WAN).
15. Regular attendance

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the uses of computers, related equipment and other office equipment.
- Knowledge of applying new technologies, soft skills, and procedures
- Knowledge of personal computer architecture.
- Knowledge of Windows and Microsoft Programs.
- Knowledge of Networking Environments to include current Microsoft Operating System.
- Knowledge of Networking Protocols examples (TCP/IP, NETBEUI, etc.)
- Knowledge of Network cabling to include CAT 5 installation and termination.
- Knowledge of routers, switches, and hubs installation and configuration.
- Knowledge of LAN/WAN connectivity.
- Knowledge of web page creation and updating
- Skilled in all aspects of personal computer maintenance, troubleshooting, and repair.
- Skilled in network technician and administration duties.
- Ability to learn database creation.
- Ability to learn call accounting program.
- Ability to learn basic telephone maintenance and voice mail maintenance.
- Ability to read and interpret operating manuals
- Ability to maintain effective working relationships with Department Director, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities, and submit reports.
- Ability to understand and follow oral and written instructions and to communicate, both orally and in writing, in a clear, concise, and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.
- Ability to educate self on new technology.

#### **EDUCATION AND EXPERIENCE:**

- 6+ years of experience in analysis, coordination, or design of Information Technology systems or controls; or
- Associate's degree in Information Technology or related field, or,
- 2 year technical training diploma or certification in Information Technology that includes computer technology courses and triaging and 4 years of experience as described above; or
- Bachelor's degree in Information Technology or related field and 2 years of experience as describe above.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- MCSE or CCNA desired

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to lift medium weights (up to 45 pounds)
- Must be able to bend and squat
- Must be able to sit and view computer display screens for extended period of time

**ENVIROMENTAL CONDITIONS:**

- Primarily works inside in an office environment, with limited outside duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

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