

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**SYSTEMS ANALYST**

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**JOB GRADE: 16**

**JOB CODE: 976**

Department: Information Technology  
Reports To: Information Technology Manager  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 030.167-014

**JOB DESCRIPTION**

Develop detailed specifications for computer software. Monitor evaluate and assess software performance and provide solutions to information processing problems. Provide training and education to employees regarding use of computers. Performs computer database design, program coding, testing debugging, documentation, and implementation.

**ESSENTIAL JOB FUNCTIONS**

- A. Determine user needs and assist in the design and implementation of new systems, applications, modifications, and enhancements:
1. Analyze user requirements, procedures, and problems to automate processing or to improve existing computer systems.
  2. Confer with users, identify problems, identify specific input and output requirements, and determine how data is to be summarized and required reports.
  3. Design data reporting formats (batch) and data entry screens (on-line), as needed.
  4. Specify detailed description of needs, program functions and steps required to develop or modify software or program.
  5. Review computer system capabilities to determine whether requested program change is possible within existing system.
  6. Coordinate program development and assist in analyzing and solving systems and programming problems.
  7. Prepare workflow charts and diagrams to specify operations to be performed by equipment and computer programs and operations to be performed by personnel in the system.
  8. Plan and prepare technical reports, memoranda, and instructional manuals as documentation of program development and for use in training.
  9. Test, evaluate and debug software systems prior to installation.
  10. Assist in preparing cost estimates for projects.
- B. Coordinate implementation of new/modified systems and conduct training of users:
1. Coordinate implementation of new/improved systems with users and operations personnel.
  2. Provide technical assistance to users.
  3. Monitor and evaluate effectiveness of installed systems, including complex systems such as Geographic Information system.
  4. Train system users.

**ESSENTIAL JOB FUNCTIONS (Continued)**

C. Design, create and maintain all of the county courthouse websites.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge modern information processing techniques and systems analysis.
- Knowledge of Geographic Information Systems hardware and software components, data communication and network methods and techniques.
- Knowledge of the capabilities and operating requirements of various computer platforms functioning in centralized, distributed, client server and stand-alone environments.
- Knowledge of modern applications of computer technology to problems in the workplace.
- Ability to plan, organize and conduct systems analysis and evaluate administrative processes and procedures.
- Ability to efficiently monitor program development and thoroughly document necessary system modification and enhancements.
- Ability to assist users in solving system and programming problems.
- Ability to translate technical terminology into terms understandable to management, department officials and employees.
- Ability to establish effective working relationships with employees and department heads.
- Ability to work independently.
- Ability to think logically for interpreting and analyzing problems assigned or encountered.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in computer science or related field plus four years of experience in systems analysis, design, development and maintenance, writing programs for Geographic Information System applications or other large scale applications, or an equivalent combination of education and experience. Experience in an IBM AS/400 environment using RPG IV, PDM, COBOL and SDA preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**