

PROGRAMMER ANALYST SUPERVISOR

DEFINITION: Under general direction, performs technical and analytical work with supervisory responsibility for the analysis, design and implementation of new or major modifications of existing information processing systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises programmer analysts involved in system design and in the development of complex and specialized programs; assigns and prioritizes work; monitors work progress; orients and trains new staff and/or recommends training seminars/classes for staff; assists staff resolve difficult computer problems and answer technical questions; prepares performance evaluations on staff members; trains staff as necessary; coordinates work between programmers analyst and data entry or production staff; contacts and/or meets with users to discuss programs/system plans, revisions and/or problems; assists in preparing budget for area of assignment.

Defines user needs and requests; formulates project objectives and system development requirements; prepares project plans, schedules work assignments, resources and critical milestone review points; reviews staff work and tests results prior to incorporating into system; provides technical guidance and assistance to project staff; reviews system design and documentation for standardization; reviews user needs for future upgrades or new developments; recommends new hardware and software products; analyzes and designs computer systems; analyzes user needs and existing functions; analyzes hardware and software alternatives; writes system documentation; develops system test data and procedures and oversees and monitors system test results and/or designs data base files; provides technical computer assistance and/or information to users; troubleshoots and corrects complex computer related problems (e.g., data base design, major system errors).

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of computer programming.

Knowledge of data processing software applications.

Knowledge of supervision methods and practices.

Knowledge of system analysis and design procedures and techniques.

Knowledge of the operating characteristics, capabilities, and limitations of mainframe and micro/mini computer equipment and operating systems.

Knowledge of block diagramming, flow charting, input/output processing and file design.

Knowledge of the principles and practices of public administration.

Skill in planning and implementing automated computer systems and programs.

Skill in overseeing and performing systems analysis, programming and customizing computer software.

Skill in providing direction and instruction in the use of computer applications and software.

Skill in utilizing verbal and written communication.

Skill in reading, understanding and interpreting technical manuals.

Skill in establishing and maintaining effective working relationships.

Skill in use of programming languages.

Skill in analyzing user needs.

Skill in planning, scheduling and leading major programming efforts.

THE NAVAJO NATION

Class Code: 1850
Information Technology Series
Programming and Analysis Group
Overtime Code: Exempt
Pay Grade: 68

PROGRAMMER ANALYST SUPERVISOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting with occasional work in the field.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science, Computer Information Systems, Business Administration or a closely related field; and six (6) years of systems and programming experience in a large computing environment including two (2) years of experience in supervising computer technical staff; or and equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.