

### **SENIOR PROGRAMMER ANALYST**

**DEFINITION:** Under general supervision, performs technical work of considerable difficulty in the design, development and implementation of information management systems including computer programming and systems analysis tasks; may perform lead or supervisory duties; 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:**

Designs, develops, maintains and enhances complex computer and related manual systems; conducts feasibility studies; analyzes and documents present work processes and procedures; provides technical advice on the design, implementation and documentation of new and revised programs and systems; analyzes user requests and works with users in developing new applications or modifying existing systems; determines system requirements with user for new and modified programs; writes or assists in the writing of specifications for the development, maintenance or modification of programs; prepares and maintains detailed written specification and documentation for complex programs.

Writes or modifies complex computer programs in the languages of the installation; develops test data and tests routines for entire systems and individual programs; establishes schedules for analysis, programming and project completion or implementation; resolves complex programming problems; prepares report and proposals; prepares system flow diagrams; analyzes malfunctions and develops solutions; provides technical assistance to users; prepares various user reports and correspondences.

Designs, modifies and implements data base; modifies vendor supplied utilities and packages; trains users and technical personnel in various aspects of information processing system; attends advanced training courses; may provide direction or supervision to programmer analysts, or acts as team or project leader.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state, and Tribal laws, rules, regulations and guidelines related to telecommunication and software utilities.

Knowledge of advanced computer programming and systems analysis.

Knowledge of data processing software applications.

Knowledge of principles and techniques in systems and applications programming design and management.

Knowledge of data processing system analysis and design.

Knowledge of data base and file management techniques.

Knowledge of operating principles and capabilities of equipment and application of operating systems and other software.

Knowledge of computer hardware and operating capabilities.

Knowledge of principles and practices of supervision.

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 analyzing, diagnosing and resolving computer systems and network problems.

Skill in establishing and maintaining effective working relationships.

Skill in comprehending complex verbal and written instructions.

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Skill in use of programming languages.  
Skill in analyzing user needs.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting.

**MINIMUM QUALIFICATIONS:**

- A Bachelor of Science degree in Computer Science, Computer Information Systems or Management Information Systems.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of computer programming and system analysis experience.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.