

**Job Title:** Programmer Analyst  
**Closing Date/Time:** Continuous  
**Salary:** \$31.03 - \$39.90 Hourly  
 \$2,335.60 - \$3,003.24 Biweekly  
**Job Type:** Full-time  
**Location:** 206 Court St., Chilton, Wisconsin

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Description	Benefits	Supplemental Questions
<p>Under supervision of the Systems Administrator, maintains existing applications and computer software, and makes changes as required by users. Works with users during design through implementation to provide applications that meet the user needs for functionality. Performs activities related to the administration and maintenance 3rd party software used by the county. Performs related duties as required.</p>		
<p><b>Examples of Duties:</b></p>		
<p><b>Essential Duties and Responsibilities</b> include the following. Other duties may be assigned.</p> <p>Maintains existing application, programs, interfaced and reporting according to changing requirements, user needs, and/or best practices</p> <p>Install, upgrade, configure, test and maintain 3rd party software applications</p> <p>Prioritize user request and application errors; simultaneously and logically correct errors based on urgency</p> <p>Debug and troubleshoot program errors and deploy working solutions in a timely manner</p> <p>Assists users with ad-hoc query development and report writing</p> <p>Creates and maintains documentation related to applications for end users and Information Technology department staff</p> <p>Investigates impact of modifications and adjustments on existing systems and software</p> <p>Perform iSeries message handling, work management, job and print control, device management, file transfer integration and PTF management</p> <p>Creates necessary programs as requested by users, with approval of the Systems Administrator</p> <p>Reviews user requirements and needs for new software and performs analysis, design, implementation, installation, and training as well as updates current software</p> <p>Completes operational tests on developed software and monitors for necessary modifications in design specifications</p> <p>Trains user department personnel on program function</p> <p>Analyses computer system requirements, designs and creates computer programs of moderate to complex nature</p> <p>Maintains records</p> <p>Attends workshops, seminars and training courses, keeping abreast of new technology to improve system and program operations</p> <p><b>Additional Tasks and Responsibilities may include</b></p> <p>Perform iSeries operating system upgrade and backup and restore</p> <p>Understand and determine priorities, effectively manage time and develop work plans to schedule user requests and projects</p> <p>Assists in the County's Disaster Recovery Plan. Recommends necessary backup and security procedures</p> <p>It is unlikely that an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.</p> <p><b>Supervisory Responsibilities</b></p> <p>This job has no supervisory responsibilities.</p>		
<p><b>Typical Qualifications:</b></p>		
<p><b>Qualifications</b> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p><b>Education and/or Experience</b></p> <p>A four year degree in Computer Science, Computer Programming, Information Systems, or related field, with two to three years of progressively responsible related experience or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.</p>		
<p><b>Language Skills</b></p> <p>Ability to read, analyze, and interpret technical data, information and procedures; general business periodicals; professional journals; system manuals; or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, or the general public. Ability to effectively explain complex, technical programs and applications in simple, easy-to-understand terminology.</p> <p>Ability to use and interpret computer terminology.</p>		
<p><b>Mathematical Skills</b></p> <p>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations. Ability to apply concepts of basic algebra; and to classify, compare, compute, tabulate, categorize, differentiate, measure and/or sort data.</p>		
<p><b>Reasoning Ability</b></p> <p>Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>		
<p><b>Computer Skills</b></p> <p>To perform this job successfully, an individual should have thorough knowledge of networks and computer communications. Good knowledge of the operations of the County computer systems, data processing, peripheral devices, and the principles, practices and current technology.</p> <p><u>Experience required with the following.</u></p> <p>Programming language: VB, RPG        Database knowledge: MYSQL, DB2        Platforms: iSeries</p> <p><u>Additional experience preferred:</u></p> <p>Programming language: .NET, .NET Web, C, C#, PHP, Crystal Reports, SQL Server Reporting Services        Database knowledge: MSSQL        Platforms: Windows        Software: Visual Studio        Superior / HTE Financials and Payroll        Cognos Reporting        Vanguard IMS Imaging        ACOM Systems</p>		
<p><b>Preferred Certificates, Licenses, Registrations</b></p> <p>Recent Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE) preferred</p>		
<p><b>Other Skills and Abilities</b></p> <p>Knowledge in the operation of processor and peripheral devices</p> <p>Thorough knowledge of programming in the languages used by the County</p> <p>Knowledge of computer system analysis</p> <p>Knowledge of office products functions and related computer software</p> <p>Ability to learn departmental programs, operations and policy with respect to general functions performed</p> <p>Ability to remain current on technical advancements</p> <p>Ability to establish and maintain effective public and working relationships; work independently; and maintain confidentiality</p> <p>Ability to manage small to medium size projects</p>		

**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to bend, stoop, lift, and move computer equipment. The employee is occasionally required to stand, kneel and crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 30 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. Tasks may risk exposure to adverse environmental conditions, such as dirt, dust and electrical currents.