



**KRIS A. KNOCHELMANN**  
County Judge/Executive  
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**OFFICE OF THE COUNTY JUDGE/EXECUTIVE**

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Covington, KY 41012-0792

**JOE SHRIVER**  
County Administrator  
859.392.1415

## **MEMORANDUM**

### **PLEASE POST IMMEDIATELY INTERNAL & EXTERNAL POSTING**

**DT:** 4/21/17

**TO:** All Department Managers

**FR:** Joe Shriver  
County Administrator

**RE:** Vacancy in the Information Technology Department

There is an opening for a Systems Analyst/Developer in the Information Technology Department. The essential functions of the position are attached. The starting annual compensation is \$49,611.12. The position is full-time and receives the County's benefit package. *Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume.*

## **SYSTEMS ANALYST/DEVELOPER**

### **GENERAL NATURE OF WORK**

This is a technical position that works under the direction of the Senior Systems Analyst/Developer to provide technical application solutions for County departments and other agencies.

### **EXAMPLES OF DUTIES**

- Codes, tests, debugs, implements, and documents software programs
- Performs technical application configuration and runs reports at user's request
- Maintains technical documentation based on standard operating procedures
- Performs application maintenance activities
- Provides production support; Assists in resolving support calls
- Identifies common causes of the defects, prioritizes them and systematically removes them so that they do not reoccur in further development work
- Participates in focus groups and workshops, attends vendor training and demonstrations as needed
- Performs related duties as required

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and training in client/server computer networks
- Experienced in Microsoft Windows Server and Windows Desktop environments
- Ability to diagnose problems that are software related and to develop solutions that are customer-focused and innovative
- Good oral and written communications skills; ability to communicate with people at all levels of an organization; ability to prepare oral and written reports
- Ability to interact well with others and provide clear, concise and easily understood directions to non-technical personnel
- Ability to work under limited supervision.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduate of a two-year or four-year college or university with a degree in information technology, computer programming, systems analysis, or a related field; or any combination of training and experience which provides the desired knowledge, skills and abilities.

At least 2+ years of experience as a software developer.

SYSTEMS ANALYST/DEVELOPER

- Experience with C++, C#, Java, R – highly desirable
- Experience with JavaScript – highly desirable
- Experience with relational databases, preferably SQL Server – highly desirable
- Experience with MicroFocus Net Express and Visual COBOL – is a plus
- Experience with VSAM – is a plus
- Experience in a Microsoft application environment

**NECESSARY SPECIAL REQUIREMENTS**

Possess and maintain a valid Driver’s License. On call 24 hours a day.

**PHYSICAL REQUIREMENTS**

Must be able to lift forty (40) pounds or more to a height of four (4) feet or more.

Must be able to sit or stand for extended periods of time. Eye sight must be correctable to 20/20 vision. Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

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.

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**The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date