

The County of Schenectady is seeking an experienced and qualified individual for the position of **Business Systems Programmer/Analyst**. This position exists in the Schenectady County Information Technology Office and involves the responsibility for the analysis, development and support of custom and commercial business applications to various departments of the County. The work involves analyzing business requirements, researching commercially available solutions and development of custom applications and reports to address business issues.

Some duties of the position include:

Identifies and documents scope of system change or enhancement required by procedural changes or by changes to federal, state, or local laws and statutes;

Prioritizes system changes required to maintain system functionality;

Coordinates, develops and manages specific IT business solution projects to increase efficiency of County operations;

Works with stakeholders to accurately create and develop specific IT solutions tailored to the organization to improve workflow;

Documents business/functional requirements for specific program applications
Develops and reviews system design documentation and specifications;

Develops and oversees testing of system changes or enhancements to ensure user and program requirements are met;

Coordinates the implementation of system changes and enhancements to departments;

Manages the maintenance of all configuration tables for specific program area;

Updates management on status of system changes and enhancements;

Develops and delivers training to system users;

Maintains and implements systems in such areas as the design and development of database systems, and dynamic, transactional or interactive web applications;

Analyzes business processes, documents current workflow, identify areas of improvement and designs applications to increase business productivity and provides statistical data.

Utilizes SQL Server Reporting in creating departmental reports.

Provides support and assistance to individuals and groups using software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Excellent knowledge of computer and server technology. Excellent knowledge of IT systems, project management, creative IT applications for improving business systems and work outcomes; working knowledge of data processing methodology and technique including documentation of data security; working knowledge of database development, database administration, object oriented application development, and browser based applications (PHP, HTML, CSS, JAVA, etc); working knowledge of business process analysis and application development; working knowledge of SQL Server Reporting services; ability to deduce problems logically; to troubleshoot complex issues; ability to establish and maintain effective working relationships; ability to train others in application operations.

Candidates must meet the following minimum qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science, Computer Technology, Management Information Systems, Information Resource Management, or a related field and one (1) year of experience in: managing IT projects, developing requirements; performing systems analysis; developing business software applications; Utilizing SQL Server Reporting Services; and performing end-user training; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Computer Technology, Management Information Systems, Information Resource Management, or a related field and three (3) years of experience as defined in (A), above; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in any field and five (5) years of experience as defined in (A), above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), above.

Interested candidates must submit a resume and cover letter by March 17, 2017 to:

**Jeffrey Brunt
Chief Information Officer
Schenectady County
620 State Street
Schenectady, NY 12306
or**

Jeffrey.brunt@schenectadycounty.com

Schenectady County is an Equal Employment Opportunity/Affirmative Action Employer