Job Code: 456.5

Job Title: **SYSTEMS CONSULTANT**

Pay Grade: 26

GENERAL SUMMARY:

Plans and performs systems analysis, design and programming activities to provide technical expertise in the areas of system support and development.

RESPONSIBILITIES:

- Develops user guides, operating manuals and procedures for all developed systems and conducts user training.

- Provides technical advice regarding the identification and resolution of system problems. Reviews and investigates application systems to diagnose problems and offer solutions.

- Prepares project reports and system documentation for management reviews and presentations.

- Consults with user departments and makes recommendations for new software and hardware implementation and usage.

- Oversees the design, installation, programming, testing and maintenance of major data processing applications.

- Designs, codes and implements complex computer programs and may supervise others as project leader in these activities.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Computer Science, Business Administration, Engineering, Mathematics or a closely related field.

EXPERIENCE:
Five years of experience in programming and systems analysis or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems, and may have minor impact on the short- term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Programmer
Programmer Analyst I
Programmer Analyst II
Programmer Analyst III
Programmer Analyst IV
Systems Consultant
IRM Manager
Information Systems Administrator (Executive Level)

Effective: October 1990
Revised: March 1992