

IS APPLICATIONS ANALYST PROGRAMMER I

DEFINITION OF WORK

This is professional work in the performance of analytical and programming activities associated with creating high quality web page and graphic design, content, and standards for the Cumberland County Website and Intranet sites. Under general direction, employees perform analysis and programming associated with making modifications and enhancements to existing computer applications. Assignments involve analysis of interrelated programs and the impact of changes to an entire application as opposed to the maintenance, modification or development of isolated programs. Work may include related duties as required.

EXAMPLES OF WORK

Designs documents, pages, and graphics for web publishing by designing look-and-feel for the Cumberland County Website and Intranet and resolving conflicting design approaches with business units; designing content and web pages based on design standards and in consultation with clients; designing and implement menus, screen layouts, video players, typography, buttons, and visual, auditory and other sensory design aspects for user interactions with website that is consistent across desktop and mobile devices; creating graphic images appropriate to document content; and using industry standard tools such as Adobe Illustrator, Adobe Photoshop, Microsoft Expression Studio and SharePoint Designer. Website maintenance responsibilities (i.e., navigation, accessibility, optimization, layout)include creating high-level design and navigational schemes for the Cumberland County Website and Intranet that are consistent across desktop and mobile devices; assisting in developing standards and/or guidelines for the interface design of applications and information published electronically to meet accessibility and optimization needs; using best practices in implementing accessibility and optimization; and training and assisting staff responsible for web content to use the design standards and tools. Problem resolution via Helpdesk responsibilities (i.e., content editing and content updates)include gathering information from multiple sources and revising, editing, and integrating it to create concise web page presentations; translating print and electronic documents using HTML editors, PDF conversion utilities, and video encoding utilities; encoding videos from DVDs or other sources into appropriate formats for use on the web and mobile devices; editing and proofreading content to ensure that all information posted is accurate and in conformity with Cumberland County editorial standards and publishing guidelines; and responding to error alerts and/or user requests by manually running pre-defined SQL Server Agent Jobs or stored procedures as needed. Work includes conducting data analysis to create business information.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a degree in computer science, information technology, information systems or a closely related discipline and three years of experience that includes performing systems analysis, development and programming work; or an Associate's degree in computer science, information technology, information systems or a closely related field and five years of experience that includes performing systems analysis, development and programming work; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of programming techniques, programming language(s), operating systems, and the capabilities and limitations of computer and peripheral equipment. Considerable knowledge of the principles and techniques of computer programming applications and documentation. Ability to comprehend, analyze, and interpret organizational and procedural problems to make alterations to existing applications. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Expert knowledge in using industry standard software in web and graphic design. High level proficiency with CSS, JavaScript, HTML, and Microsoft Office. Familiarity in adapting web designs into varying environments including SharePoint. Ability to work in a team environment. Mobile web design experience is preferred. SQL Server database experience is a plus. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Requires the ability to perform coordinated movements for the purpose of operating a wide range of office equipment including mainframe and personal computers and related peripheral equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).