MONTANA JUDICIAL BRANCH

LEAD INFORMATION SYSTEMS ANALYST

PROGRAM DEVELOPER / DATABASE ADMIN TEAM MANAGER

# Nature of Work:

This lead position performs technical and analytical work in the area of project specification review, development planning, codification and implementation of computer programs and custom development solutions. Areas of development include case management, jury management, accounting, reports and systems integration.

Work is performed at a highly technical level relating to the analysis, design, testing and implementation of computer systems. An employee in this position has a high degree of knowledge of systems analysis/design and computer programming, and will be technically competent in several of the industry standard programming languages. Under the general supervision of the Information Technology Director, the employee assumes a team-leader role in the acquisition of and the development of new computer programs and extensive modifications to existing computer programs.

Work involves the study and analysis of the more difficult, detailed systems requirements, the preparation of diagrams and flow charts, and development of computer data processing systems designed to solve problems of average or greater than average difficulty. Work also involves testing of programs and solutions, using actual or sample input data and making necessary corrections. Work is performed independently within general technical guidelines and is reviewed by the Information Technology Director for accuracy and completeness.

The successful incumbent will also be responsible for the management and supervisory functions as they relate to the Program Development and Database Administration Team.

Essential Functions:

* Provide technical direction, planning, assignment and review of work performed by the team
* Provide support and training of employees
* Schedule and coordinate automation projects that relate to the team’s field of expertise
* Analyzes complicated systems requirements; conducts feasibility studies and gathers data on user’s needs; evaluates advantages and disadvantages of conversion to an automated system; plans appropriate technical solutions including acquisition and installation of off-the-shelf application programs, managing a services contract for custom development of the application program, or developing the program in-house. Prepares time estimates and progress reports on projects; programs unique functions to the degree of accuracy specified; assists in the detailed coding of applications; performs analysis, program design, coding, and associated programming tasks to produce reports to maintain information files
* Analyzes documentation; programs work flow, selects program language, standard sub-routines and other programming aids; tests programs, assists in analyzing test results to detect technical programming errors and to isolate
* factors causing abnormal machine behavior; corrects program errors to altering program steps and sequence.
* Monitors established programs to refine procedures; prepares and maintains necessary records and reports.

**Knowledge, Abilities and Skills:**

* Considerable knowledge of supervisory principles and practices, project coordination and guidance.
* Considerable knowledge of SQL Server integrated services.
* The ability to speak in public.
* Knowledge of computer capabilities, systems analysis, information and data processing and programming techniques.
* Knowledge of programming languages/environments to include Share Point 2010 .NET Development.
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* Knowledge of program requirements for conversion of mechanical and clerical processing to the automated information system.
* Knowledge of data base theory and data conversion and integration involving various environment.
* Ability to translate a business process into an automated application.
* Ability to prepare clear, detailed programs of instruction for efficient machine use.
* Ability to see pertinent detail in symbols when reading, interpreting or preparing charts, diagrams, and code sheets.
* Ability to detect errors in letters, words, and numbers recorded on charts, diagrams, and code sheets.
* Ability to understand and analyze complex oral and written statements concerning a variety of fiscal and statistical problems.
* Ability to interpret diagrammatic presentations of work flow, to visualize flow of data through a computer system and to prepare computer block diagrams and flow charts.

Working Conditions:

* Business Office Setting
* Moderate noise

Qualifications:

(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is)

The knowledge, skills and abilities required to perform the duties of this position are usually acquired through a bachelor’s degree in computer science or a related field and four years of progressively responsible systems analysis experience. Other combinations of education and experience which could provide such knowledge, skills and abilities will be evaluated on an individual basis. The above qualifications are acquired through a combination of education and actual experience working with-real world relational data base management issues at a high technical level using a revolving arsenal of technologies, toolsets and operating systems.

Licensure and Certification Requirements:

* Montana driver’s license; proof of insurance if using a personal vehicle on State business