

MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL POTENTIAL APPLICANTS TO READ

POST DATES: 1/23/2015 – Until Filled

CLASSIFICATION TITLE: PROGRAMMER/ANALYST II

MINIMUM ANNUAL SALARY: \$44,865.60

WORK WEEK: M - F

LOCATION: IT/Systems & Programming (Courthouse)

DEPT. HEAD: Steve Masteller

WORK HOURS: 8:30 am to 5:30 pm

NEW REQUIREMENT

REPLACEMENT

Job Summary: This position possesses a medium degree of technical knowledge, skills, and abilities; operates at a medium level of independence and decision-making; allocates time between interacting with the Mainframe Manager (MDM), Mainframe Supervisor, Mainframe staff, IT analysts, and interfacing with end-users, Evaluates, researches, suggests, plans, and implements planned activities on the local to enterprise-wide project levels; and provides assistance in trouble-shooting advanced end-user and infrastructure support issues.

Duties and Responsibilities

Address mainframe programming needs including but not limited to: trouble-shooting problem code, research and evaluate programming requests to provide corrective measures and enhancements, plan, design, and test implementation of code modifications and enhancements; and, perform modifications and enhancements to CICS applications (macro & command level assembler and command level COBOL), reports (batch COBOL and REXX), data extracts(batch COBOL and REXX).

Maintain existing CICS and batch programs; create JCL to execute batch COBOL programs; ensure that VSAM file allocations are sufficient for data storage; modify allocations and reload files when allocations are exceeded; create COBOL programs to fix end user data entry errors; investigate and resolve any CICS abnormal results from batch jobs; and, execute the Uniform Crime Reporting process when requested (about once a month)

Maintain information that includes, but are not limited to: departmental information, CICS transaction/terminal accesses (security table), terminals access, VTAM applications, end-user and FTP ids and account information.

Apply the CICS/Signon password from MacKinney Systems on an annual basis; interface mainframe information with the web developers on cross platform applications; create batch FTP jobs to send/receive data to/from the servers; investigate data anomalies that end users bring to our attention; export data to delimited files for creation of Excel spreadsheets; import data from Excel spreadsheets for use in mainframe programs; run garbage billing on a quarterly basis after regular batch processing completes, create REXX programs to transform SQL data extracts into fixed format files to be used as input to jobs on the mainframe, maintain the VSE operating system from a systems programming perspective; and, maintain subsystems: CICSPROD, CICSICCF, CICSTEST, POWER VTAM, F4LOADER, TCP, PSF, TAPESVR, BIM\$TIDR, STARTVCS,

Addresses system and network support issues and infrastructure modifications at a localized level and considers possible cascading dependencies; which may at times require decision-making and independence involving implementing software modifications and system and network modifications.

Research, explore, and identify possible deficiencies and vulnerabilities within the infrastructure and define the corrective action(s) required to prevent and/or resolve these areas

Attends scheduled and unscheduled planning and production meeting, and ensures that all system and network modifications are completely documented, and any support requests handled outside of the IT Helpdesk are logged accurately with the Helpdesk Manager.

Conduct research in an effort to continually enhance technical growth individually, within the department, and within the organization where applicable; and act as a mentor concerning professionalism and technical skill sets within the Department of IT, Macon-Bibb County, and external to Macon-Bibb County.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of mainframe programming fundamentals and concepts

Knowledge of programming and documentation standards

Knowledge of enterprise office automation and business software

Knowledge of trouble-shooting, testing, and monitoring concepts

Knowledge of methods and techniques of research, statistical analysis and report preparation

Skill in building professional relationships

Skill in effective time management

Skill concerning professionalism and courteousness

Ability to focus on achieving goals, including those involving external departments, agencies, and public

Ability to communicate effectively (verbal and written)

Ability to multi-task in a high activity/energy professional environment that includes multiple and concurrent projects and project deadlines, and occasional interruptions and walk-in appointments

Ability to resolve problems in a timely, efficient and effective manner

Ability to plan, coordinate and organize work; set priorities and meet critical deadlines

Ability to follow verbal and written instruction

Ability to research, comprehend, and apply technical information when applicable

Minimum Qualifications

A Bachelor's degree in Computer Science, Mathematics, or a related field with (2) year of demonstrated mainframe programming experience; or an Associate's degree in similar course work in conjunction with IT-related credentials and (2) years of progressive mainframe programming; or an equivalent combination of relevant education and experience deemed appropriate by the Director to provide sufficient knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

Working Conditions

Typically works in temperature controlled office environment, barring infrequent field work

Minimum travel

Requires a valid driver's license

High visibility of behavior

Moderate physical activity (lifting, stretching, standing)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER