JOB SPECIFIC INFORMATION

Title: Database and Application Analyst
Department: Information Systems
Division: Technology

AMENDED DATE: November 16, 2017
Group: 617
Exempt: Yes
TDLR Registration: None

General Description

Maintain database performance, security, and quality of service as well as support database functions and applies in-depth understanding of database tools and utilities. Display excellent knowledge of data backup, recovery, security, integrity and SQL. Support, maintain, and troubleshoot prototypes, programs, reports, user interfaces, forms, stored procedures, databases structures, scripts, queries, and documentation for the CAMA system and any related business application. Assist in internal testing to verify that programs meet all specifications, correctly handle all error conditions, and interact correctly with other programs & systems. Provide related training to District staff. Coordinate testing of programs and procedures with users and provide assistance in any software related issues. Assist in implementing, maintaining, and troubleshooting computer systems and networks.

Qualifications

1. Bachelor's degree or its equivalent preferably in Computer Science, Information Technology, or Mathematics. Relevant experience may be substituted for college hours - two (2) years of related work experience will equate to thirty (30) college hours.
2. A minimum of two (2) year of recent, full-time experience accessing and maintaining SQL databases (SQL Server 2008 and above)
3. Experience in Sharepoint a plus.
4. Experience programming in C#, VB, ASP.NET, HTML, or XML a plus.
5. Demonstrate analytical and problem solving skills.
6. Demonstrate ability to operate a computer terminal and proficient in Word, Excel, email and Internet Browsers.
7. Communicate effectively orally and in writing.
8. Work effectively both independently and with others to include technical, professional employees, and users from the general public.
9. Organize and plan work effectively.
10. Commitment to providing exceptional public service.
11. If position requires use of personal vehicle, a valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. In any case, must have reliable transportation.
12. Must have a cellphone or point of contact and be able to work on call and occasionally after hours..

Essential Functions of the Job

1. **Support organization goals** by quickly developing error-free, intuitive and easy to use software applications & reports that are customized to meet user needs as well as maintaining and monitoring SQL databases. By maximizing the availability, performance, consistency and usability of the District's in-house software systems and reports. By delivering software systems and reports well in advance of when the software system or report is required.
2. **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; communicate procedures and important deadlines. Quickly resolve reported problems and assist user in effectively using software system, interpreting reports and verifying results and data integrity in the database.
3. **Maintain BCAD database** by operating a PC and becoming totally familiar with the District's CAMA and GIS system in order to research and retrieve BCAD records. Also, operate copiers, printers, scanners, and calculators. Create and execute programs to modify data in BCAD databases in both BCAD and GIS environments.

4. **Represent the District** by quickly and professionally providing assistance or resolving problems in public areas. By working with software providers to resolve reported problems, test solutions and develop specifications for software enhancements. Also, by assisting in achievement of overall goals, those set by the District and those mandated by the State.
5. **Improve procedures and job efficiency** by evaluating work methods and making suggestions; maintaining quality of work and division production standards; plan and organize daily workload. Complete tasks within established time frames
6. **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
7. **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code.
8. **Contribute to team effort** by accomplishing assigned tasks understanding the need for quick turn around is necessary at times. Priorities often change quickly as required by business needs.
9. **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs and ladders, lifting up to 30 lbs. which could be office equipment or furniture, possible weekends and overtime as needed.
10. **Environmental factors include but are not limited to**, high stress office atmosphere, analyzing data at a computer terminal or lap-top, map copier machines, cash register, printers, scanning machines; may be provided a communication device that must be carried while on duty and during off-duty hours; high phone demands, may require some exposure to outdoors; high humidity and extreme temperatures, drives to designated locations, if required, to perform District assignments in all weather conditions.

Reporting Relationships

Reports to: Information Systems Manager
Supervises: None.
Works With:

   Internal – BCAD Staff
   External – Local Taxing Units, Taxpayer Fiduciaries, Outside Vendors & Agencies, and the General
Public.

Acknowledgement

I, Michael A. Amezquita, Chief Appraiser, do hereby approve the Programmer Analyst Job Description.

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Michael A. Amezquita, Chief Appraiser

11/21/17
Date

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