

## **APPLICATIONS SPECIALIST II**

### **CLASS SUMMARY**

Under general direction, provide information systems application programming and database development and technical support to meet current and future program needs.

### **REPRESENTATIVE DUTIES**

Analyzes and evaluates existing manual and computer systems; modifies existing mainframe programs or design of new programs to gather data from the mainframe in a format defined by the user, vendor or another developer; acts as project leader of programming development teams; uses and is proficient in procedural languages, non-procedural languages, file structures, terminal usage, text editors, service subsystems, job control language, large systems utilities, transaction processing, debugging techniques, transaction screen management systems and voice processing system; responsible for system testing, customer satisfaction, documentation and implementation; may instruct and review the work of other staff; may train customers in the use of systems; must make oral presentations and provide written system documentation; may act as project leader; performs related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated supervisor or administrator.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

A bachelor's degree in Information Technology, Computer Science or related field and 3 years experience in application programming and data base in a position demonstrating the required knowledge and abilities; additional systems analysis experience may be substituted for the education requirement on a year-for-year basis.

#### **Knowledge and Abilities**

Knowledge of basic information systems practices and principles as applied to various functions in business operations; computer information system analysis and design techniques, batch and on-line transaction processing systems, hierarchical and relational databases, time sharing systems, file structures, terminal usage, text editors, job control languages, large systems utilities, debugging techniques, transaction screen management systems, programming languages, and voice processing systems.

**APPLICATIONS SPECIALIST II cont'd**

Ability to analyze, interpret, and prepare programs to meet customer's needs and specifications; read and interpret technical manuals and documentation; communicate effectively orally and in writing; work independently; establish working relationships with persons contacted in the course of performing assigned duties.

**WORKING CONDITIONS**

This position requires ability to use a computer workstation throughout the workday.