



City of Tempe

LEAD PROGRAMMER ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	535	<i>Department / Division:</i>	Information Technology
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Programmer Analyst
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

The Lead Programmer Analyst is distinguished from the Senior Programmer Analyst by the ability to oversee new IT process improvements and develop consensus at the IT business unit level. The Lead Programmer Analyst must exercise technical knowledge in guiding enterprise data or programming activities to align with IT organizational goals and support the strategic plans of IT.

REPORTING RELATIONSHIPS

Receives supervision from the IT Applications Supervisor or other IT management staff.
Exercise functional and technical direction over professional staff as needed.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of enterprise data or programming and systems analysis experience.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in computer science or a degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

The Lead Programmer Analyst spends approximately 50% of their time providing leadership and guidance to IT programming or data/analytics staff. This includes establishing and managing adherence to team and organizational standards. The Lead Programmer Analyst helps to empower the IT programming team to develop their technical expertise and work independently. As a programmer, the Lead Programmer Analyst is responsible for developing innovative solutions to complex problems. This

highly technical work includes the analysis, design, programming, testing, installation and maintenance of computer application systems within the City's current environment.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Serve as first line of assistance for IT management in the operation of the team.
- Serve in a leadership capacity for the IT programming or data/analytics team, providing both formal and informal training and coaching.
- Coordinate the IT data/analytics or programming team's daily operational responsibilities; i.e. scheduling, troubleshooting, resource management, etc.
- Monitor work activities to ensure work is completed in a timely manner within quality standards.
- Assist in the hiring and training of new IT programming staff.
- Write documentation to be used as training and reference materials for the execution of IT team processes.
- Work with IT leadership to define and document IT business unit goals, objectives, and strategic initiatives.
- Lead the effort to implement and maintain adherence to the goals, objectives, and strategic initiatives defined for the IT business unit.
- Participate in determining the future technology direction for the department.
- Perform related duties as assigned.

When assigned to Application Management Operational Improvement & Data Lead:

- Lead team in continuous improvement regarding team processes, standards, and practices in the maintenance and enhancement of vendor provided software packages and data reporting/analysis frameworks.
- Mentor team members in the use of data analysis, business intelligence, and reporting tools.
- Mentor team members to ensure compliance with agreed upon standards and architectures for business intelligence tools and reporting.
- Assist in evaluating and selecting business intelligence, reporting, and ETL tools and platforms.
- Coordinate and assist in data mining and discovery efforts.
- Collaborate with IT management in creating and maintaining an Application Roadmap that provides the greatest benefit.
- Assist with software architecture and engineering duties as assigned.

When assigned to Application Management Software Engineering & Architecture Improvement Lead:

- Lead team in continuous improvement regarding team processes, standards, and practices in the maintenance and enhancement of custom developed software solutions and frameworks.

- Mentor team members to ensure software is developed in compliance with established architectures.
- Mentor team members to ensure software is developed in compliance with agreed upon development standards.
- Assist in evaluating and selecting development tools and platforms.
- Architect and coordinate development of internal frameworks that will help create efficiencies and introduce stability in business applications.
- Provide oversight of the analysis, design, and development phases of software development.
- Assist with operational improvement and data duties as assigned.

When assigned to Enterprise GIS & Data Solution Lead:

- Serve as the project lead for large-scale, enterprise GIS projects, coordinate GIS services and activities across City departments and outside jurisdictions.
- Serves as technical lead regarding the development and integration of spatial technologies and GIS deployment strategies across City departments and outside jurisdictions
- Design, develop, and support both server-side and front-end GIS applications.
- Develop, implement, and maintain GIS applications to support City workflows and as solutions to identified problems, including programming and customizations.
- Assess feasibility of solutions using existing city-licensed COTS solution and make recommendations to IT management regarding use of custom development.
- Manage and maintain enterprise spatial databases including permissions, adherence to the City GIS data standards and workflows.
- Manage and maintain GIS hardware and software, including developing and/or modifying integration with existing software systems or identifying potential conflicts and possible solutions.
- Serve as technical lead on spatial databases and middleware systems, including licensing, file utilization, upgrades and performance monitoring.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective July 2015</i> <i>Revised February 2020 (minimum quals and job duties)</i></p>