



GUAM WATERWORKS AUTHORITY

578 North Marine Corps Drive
Tumon, Guam 96931
Telephone Nos. (671) 647-1340/7855

SYSTEMS AND PROGRAMMING ADMINISTRATOR *(Classified)*

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional computer programming, and systems analysis work in a Management Information System of a department or agency.

Employees in this class supervises and participates in computer programming, system analysis work and computer operations of a department or agency.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

- ✓ Supervises the design, development, maintenance and installation of computer programs, systems analysis and computer operations of a management information system.
- ✓ Assists technical and professional staff in resolving problems involving program intent, input and output requirements and other procedural or technical matters, including network administration.
- ✓ Develops and implements plans for improving system's design and programming, computer operations and data control and scheduling.
- ✓ Directs the systems analysis, programming and computer operations of a Data Processing.
- ✓ Consults with management to determine information requirements of management, to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
- ✓ Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.

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- ✓ Reviews project feasibility studies and establishes work standards.
- ✓ Prepares progress reports to inform management of project status and deviation from goals.
- ✓ Revises computer operating schedule to introduce new program testing and operating runs.
- ✓ Reviews reports of computer and peripheral equipment production, malfunction and maintenance to ascertain costs and plan operating changes.
- ✓ Analyzes divisional work-flow and worker's job duties to recommend reorganization or departmental realignment within the agency.
- ✓ Assists staff to diagnose and solve computer equipment problems.
- ✓ Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.
- ✓ Reviews and updates divisional policies and procedures to maintain compliance with local and federal regulations.
- ✓ Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the functions and capabilities of electronic data processing.
- Knowledge of the principles, practices and techniques of computer programming and systems analysis.
- Knowledge of the principles and practices of management.
- Ability to administer the overall organization's technical, development and production activities of a technical application and production support.
- Ability to supervise the work of others.
- Ability to apply sound judgment in analyzing and organizing problems or work processes for computer solutions.

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- Ability to evaluate systems and processes and recommends adapting to cost savings electronic data processing techniques to improve program effectiveness principles, practices, functions and capabilities of electronic data processing.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to analyze and interpret technical data systems and processes and make recommendations to adapt to Management Information Systems
- Ability to interpret and apply pertinent laws, regulations and other program guidelines.
- Ability to prepare cost estimate information for computer services.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Skill in the application design, programming and system software.
- Ability to maintain records and prepare reports.

MINIMUM QUALIFICATION REQUIREMENTS

- A. Six (6) years of progressively responsible professional experience in computer systems programming and analysis work and graduation from a recognized college or university with a Bachelor's degree in computer science, information science, business administration, mathematics or related fields;
OR
- B. Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

NECESSARY SPECIAL QUALIFICATIONS

- ✓ Possess a valid driver's license.

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RATING EVALUATION AND JOB CREATION DATE:

ESTABLISHED: September 2011

PAY GRADE: MIN: L7-A \$59,028.00
 MAX: L10-A \$66,514.00

JOB EVALUATION POINTS : 968



MARTIN L. ROUSH, PE
GENERAL MANAGER *grung*