

**APPLICATION SUPPORT ANALYST****GENERAL PURPOSE**

Provides support to departments for the installation, adaptation training and use of third party application software. Enhances existing software beyond the provisions of the software vendor or creates new software to meet departmental needs. Assists in general computer support when time allows or in times of need.

**REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)**

- Supports departments in the acquisition and implementation of Microsoft SQL based database applications.
- Evaluates departmental needs for new software and for changes and enhancements to existing software. Effects those changes and additions using up to date programming techniques.
- Provides access to, manipulations and representations of the City's Microsoft SQL databases.
- Investigates, analyzes and evaluates hardware and software of both existing and emerging personal computer systems and advises departments of alternatives within the confines of accepted City standards.
- Diagnoses hardware failures and expeditiously makes repairs on-site where possible.
- Participates in the design, development and maintenance of the City's computer network and performs related support duties under the guidance of and as requested by the Network Administrator.
- Performs related work as required and assigned.

**Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

**MINIMUM QUALIFICATIONS:**

Two (2) years of college level Computer Science or related field or professional qualifications relative to the use of Microsoft platforms and applications. Extensive knowledge of PC and related peripherals hardware and operation. Knowledge of municipal government structure and departmental interaction and shared information requirements; ability to communicate effectively in oral and written form; ability to get along well with other employees, outside agencies and the general public; ability to work independently and continuously for long periods of time; ability to perform complex mathematical functions relating to system design and maintenance; or any combination of education, training and experience that will provide the required knowledge, skills and abilities.

A valid Washington State Driver's License is required.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION SUPPORT ANALYST**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

**WORKING CONDITIONS**

Various office and workshop settings. Some in air-conditioned office environment.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is excluded from the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

**This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.**