JOB DESCRIPTION

TITLE: **JUNIOR APPLICATIONS ANALYST**

DEPARTMENT: **Information Technology**

LEVEL: **9**

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Position Last Evaluated: May 2021
Job Desc. Last Updated: May 2018

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JOB SUMMARY

Under the direction of the Manager, IT Application Services or work group supervisor, the Junior Applications Analyst plays an apprenticeship role in developing, designing, implementing, and supporting the City's business applications. The incumbent participates as a member of the development team and acts in a support capacity to senior staff members.

TYPICAL DUTIES AND RESPONSIBILITIES

1.   Supports Applications Analysts and Senior Applications Analysts in current projects and new developments.

2.   Provides support for business applications to clients and systems staff by identifying problems with system software components, primarily as they relate to application programming and business application upgrades and enhancements and secondly to general operational needs. Troubleshoots and suggests improvements for existing systems.

3.   Assists senior members of the team in determining user needs and making recommendations regarding development, implementation, alterations, or refinement of business applications to meet City requirements.

4.   Investigates and evaluates options for developing applications initiatives. Assists in preparing plans that define the scope, schedule, consulting costs, and product delivery.

5.   Tests, debugs, and monitors existing and new systems.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6.   Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to analyse and evaluate data and information required for applications and develop logical solutions for assigned projects.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints, or clarifying information to customers.

Good verbal and written communication skills.

Ability to effectively document systems and prepare client documentation.

Sound knowledge of structured, event driven, and object-oriented programming.

Sound knowledge of the protocols and techniques used to deliver data over the web.

Sound knowledge of relational database design.

Sound knowledge of database development, including writing SQL, database analysis/modeling, data migration, and reporting.

Sound knowledge of standards-based HTML and CSS.

Some knowledge of advanced geographic information concepts, systems, and applications.

Ability to learn and adapt to new and changing technology to meet the goals and objectives of clients and the organization.

Some knowledge of software and computer techniques used for the maintenance of spatial data as related to departmental applications.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in Computer Science or related discipline.

Minimum of 1 year related experience.

Or an equivalent combination of education and experience.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.