



## BEXAR APPRAISAL DISTRICT

### JOB SPECIFIC INFORMATION

**Title:** Database and Application Analyst  
**Department:** Information Systems  
**Division:** Technology

**AMENDED DATE:** April 9, 2021

**Group:** 617  
**Exempt:** Yes  
**TDLR Registration:** None

### General Description

Maintain database performance, security, and quality of service as well as support database functions and applies in-depth understanding of database tools and utilities. Knowledge of data backup, recovery, security, integrity and SQL. Support, maintain, and troubleshoot prototypes, programs, reports, user interfaces, forms, stored procedures, databases structures, scripts, queries, and documentation for the CAMA system and any related business application. Assist in internal testing to verify that programs meet all specifications, correctly handle all error conditions, and interact correctly with other programs & systems. Provide related training to District staff. Coordinate testing of programs and procedures with users and provide assistance in any software related issues. Assist in implementing, maintaining, and troubleshooting computer systems and networks.

### Qualifications

1. Bachelor's degree or its equivalent preferably in Computer Science, Information Technology, or Mathematics. Relevant experience may be substituted for college hours - two (2) years of related work experience will equate to thirty (30) college hours.
2. A minimum of two (2) year of recent, full-time experience accessing SQL databases (SQL Server 2008 and above).
3. Adept at queries, report writing and presenting of findings.
4. Experience in creating SSIS packages and SSRS.
5. Demonstrate analytical and problem solving skills.
6. Demonstrate advanced Excel skills.
7. Demonstrate ability to operate a computer terminal and proficient in Word, email and Internet Browsers.
8. Experience in Sharepoint a plus.
9. Communicate effectively orally and in writing.
10. Work effectively both independently and with others.
11. Organize and plan work effectively.
12. Commitment to providing exceptional public service.
13. If position requires use of personal vehicle, a valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. In any case, must have reliable transportation.
14. Must have a cellphone or point of contact.

### Essential Functions of the Job

1. **Support organization goals** by quickly developing error-free, intuitive and easy to use software systems & reports that are customized to meet user needs. By maximizing the availability, performance, consistency and usability of the District's in-house software systems and reports. By delivering software systems and reports well in advance of when the software system or report is required.
2. **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; communicate procedures and important deadlines. Quickly resolve reported problems and assist user in effectively using software system, interpreting reports and verifying results and data in the database.
3. **Maintain BCAD database** by operating a PC and becoming totally familiar with the District's CAMA and GIS system in order to research and retrieve BCAD records. Also, operate copiers, printers, scanners, and calculators. Create and execute programs to correct data in BCAD databases in both BCAD and GIS environments.

4. **Represent the District** by quickly and professionally providing assistance or resolving problems in public areas. By working with software providers to resolve reported problems, test solutions and develop specifications for software enhancements. Also, by assisting in achievement of overall goals, those set by the District and those mandated by the State.
5. **Improve procedures and job efficiency** by evaluating work methods and making suggestions; maintaining quality of work and division production standards; plan and organize daily workload.
6. **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
7. **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code.
8. **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
9. **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs and ladders, lifting up to 30 lbs. which could be office equipment or furniture, possible weekends and overtime as needed.
10. **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, map copier machines, cash register, printers, scanning machines; may be provided a communication device that must be carried while on duty and during off-duty hours; high phone demands, may be some exposure to outdoors; high humidity and extreme temperatures, drives to designated locations, if required, to perform District assignments in all weather conditions.

### Reporting Relationships

**Reports to:** Applications Operations Manager

**Supervises:** None.

**Works With:**

**Internal** – BCAD Staff

**External** – Local Taxing Units, Taxpayer Fiduciaries, Outside Vendors & Agencies, and the General

Public.

### Conditions of Employment

1. Meets standards of the **“General Description”**, **“Qualifications”** and **“Essential Functions of the Job”**.
2. Must sign an Ethics Agreement.
3. Must sign an Authorization for Non-Release or Release of personal information.
4. Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
5. Agrees to comply with all written District Employee Policies and Procedures.
6. Must complete a Financial Disclosure Form

### Evaluations

Evaluations will be in accordance with the BCAD personnel policies. After the initial 90 days the immediate supervisor will evaluate employee's performance of their duties and responsibilities as detailed above. The initial review is a communication tool to review criteria and standards and not necessarily a salary change recommendation. Evaluations will then be at 6 months followed by another at 12 months then annually in January of each year thereafter.

### Acknowledgement

I, Michael A. Amezcuita, Chief Appraiser, do hereby approve the Programmer Analyst Job Description.



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Michael A. Amezcuita, Chief Appraiser

4 / 9 / 2021

Date