

13. Basic Function of Position

The incumbent is responsible for updating, modifying and expanding the Embassy essential functional applications such as web, SharePoint, payroll, accounting, and personnel data system, which have impact on countrywide mission operations. Incumbent is also responsible for database management, maintenance of telecommunication systems and information systems documentation in order to meet needs and requirements of Embassy departments.

14. Major Duties and Responsibilities % of time

55% Computer Programming and Application Development

- Develops, maintains, conceptualizes, supports, and manages the automated, inter-linked and very complex Human Resources and Local Payroll (financial) Systems based on SQL databases, ADVPL(TOTVS), SharePoint, Java, Visual Basic, C++, C Sharp, .Net and ASP having many users; leads other programmers and designers on the development of these systems and several other locally developed applications
- Management, development, conceptualization and maintenance of a Development local area network with its Web, SQL, Exchange, SourceSafe and other servers used by the incumbent and programmer under his supervision;
- Management, conceptualization, support and maintenance of a complex Internet local area network, including servers, routers and switch configurations
- Develops, maintains, conceptualizes, supports, and manages an automated, inter-linked and extremely complex inter-agency database system based on SQL databases and ASP languages with hundreds of users in Brasilia, Rio de Janeiro, Recife, Sao Paulo, Porto Alegre, Belo Horizonte and even other State Department posts as well as other agencies.
- Conceptualizes and analyses current and new complex systems, planning and implementing them, writing guidelines, leading and tutoring supervised programmer.
- Contracts third-party labour when necessary.
- Writes object based diagrams for programmers showing extensive linkages when required.
- Explains in everyday language to personnel management, the complexity and prioritization of automated systems developed locally in order to get funding and personnel when necessary to complete automation projects. Explains and/or solves conflicting demands and limitations.
- Discusses and negotiates viable solutions with top officers, managers and users as to the best use of system capability, resolving conflicts in case of competing user requirements, creating and translating objectives into concrete plans as to persuade top management to development and system requirements to obtain funding.
- Recommends alternatives to users' needs based on costs and benefits
- Responsible for routine performance and workload statistics for File and Applications Servers using Disk Administrator, Performance Monitor, and Server Manager utilities and electronic mail cleanup and reorganization. The primary Windows local area network supports many server-based applications programs, most of them based on SQL database platform. These include programs developed by Department entities such as FMP, Charleston FSC, FBO, and IM. Among the most vital database programs supported are locally produced Personnel and Payroll applications, and an inter-agency and inter-linked system with automated forms and e-mails.
- Exerts priority software database maintenance support to Personnel and Payroll applications based on Visual Basic, SQL. Net, ADVPL and ASP languages. Constantly changing Brazilian labor and social security laws require frequent adjustments to database formulas and table fields. The inter-linked applications used by the Personnel, FMC/Payroll sections, the Brazilian government CEF bank, and other Brazilian governmental agencies are paramount to local employee pay, benefits, health and life insurance, and retirement records management. These large and complex applications are the primary office tools of virtually the entire Human Resource and sever data entry clerks in the FMC/Payroll section. The incumbent must ensure peak operating efficiency of these programs, maintain integrity of data.

15% Management, Planning and Analysis

The incumbent is the foremost expert regarding emerging computer software technology and continuously appraises developing trends and standards towards improving existing automated computer systems and instituting new systems services. This is the senior software programming and analysing position in Information Systems Office and tasked with supervising and preparing the Computer Programmer for greater responsibilities in this area of expertise. In tandem with the Senior Systems Analyst, constantly monitors Department of State functions for opportunities to create and improve automation solutions. Coordinates closely with section officers and supervisors to modify and improve existing database programs, and to design new software solutions dependent upon mission needs. When practical, incorporate linked data entries to common database across sections and agencies while limiting user rights and access as appropriate.

The incumbent is to maintain advanced proficiency in the most current versions of Windows Servers and Workstation network operating systems, including configuration of the Registry. Identifies and recommends procurement of most effective database and programming tools corresponding to software development efforts

15% Systems Management, Maintenance and Helpdesk

- The incumbent is the lead architect of the Information Systems Services Internet and Intranet projects. Expertise in Internet communications protocols, software languages, and applications development standards are absolutely essential. Must be able to configure and administer SQL, MS Exchange, SharePoint and other servers and integrate them when necessary.
- Monitors CPU workload statistics, and general file maintenance of Financial Management and consular application systems.
- Continuous review, analysis, maintenance, support, development and modernization of the large, complex and expanding unclassified primary Windows local area network, consisting of more than 500 client computers, several telecommunications circuits for electronic mail, file transfer and consular name checking, a communications router, and 17 Windows File and Applications Servers.

15% Training and Support

- Coordinate computer training and educational activities in for all Embassy personnel.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing computer training services; implement policies and procedures.
- Research and plan specialized computer training activities, and classes including in-service training to provide to the Embassy staff; coordinate, schedule and conduct computer training activities.
- Promote and coordinate specific activities within the computer training program including course schedules and any specialized training programs being offered; prepare program event and material including flyers, schedules of events, pamphlets and brochures.
- Schedule usage of meeting facilities for activities including computer training events, classes, and activities; provide information and assistance to users of facilities.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for computer training event attendance; maintain and file training reports; prepare statistical reports as required.
- Ensures routine equipment cleaning (i.e. printers, Digital senders, PC, Switches, etc), general preventive maintenance;
- Provide support during VIP visits
- Provide support for all aspects of ISO activities to ensure continued day-to-day operations and maintenance of post's five different LANs including the areas of adequate computer security, access controls (users, networks, applications), data control and integrity (storage, backup, permissions and restrictions). Local Area Networks (LAN).
- Performs all other ADP related tasks as necessary to accomplish mission objectives.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."