



Programmer/Analyst

LOCAL CANDIDATES - PRINCIPALS ONLY – NO PHONE CALLS, PLEASE

Gulf Coast Authority is located in the Clear Lake area of southeast Houston, Texas. Established by the Texas Legislature in 1969, GCA is celebrating our 50th year of “Protecting the waters of the State of Texas” and continue a significant role in improving the water quality through regional industrial wastewater treatment and other services. GCA growth has created a need for additional talent in its IT Department.

Job Summary: The position of Programmer/Analyst reports to the IT Director and is responsible for the development, maintenance and support of GCA-wide management information applications and for desktop, tablet and device support of existing applications and Microsoft applications and operating systems.

Typical Duties and Responsibilities: Leverage the Microsoft Office 365 platform while partnering with internal users to provide guidance and support in implementing solutions using the Office 365 collaborative tool set to implement scalable database applications and office automation solutions. Responsible for all stages of requirements gathering, delivery and support of solutions that meet business needs using the Office 365 Collaboration suite, which includes but is not limited to OneDrive for Business, Flow, Groups, Stream, Planner and other Office products using PowerApps and T-SQL as the primary development tool set. Work with the Information Security team to ensure security standards are included, applied and maintained across all product sets within the Authority. Maintain and modify legacy Windows Forms database software to correct errors, meet new user specifications or improve its performance. Create new and modify existing operational documentation of all software systems when required and provide training to end users as needed. Analyze feasibility and perform testing of new Office 365 features as they become available and identify and develop opportunities for their use. Provide software support and device support for all the GCA facilities. Such other duties as may be assigned by IT Director, or designee.

Knowledge, skills, and abilities: Experience in developing and implementing Office 365 based solutions. Ability to elicit and analyze business processes and requirements from technical and non-technical personnel and convert them into functional systems using the best available tools. Familiarity with PowerShell for Office 365 and the Office 365 Administration portal and SharePoint Online. Knowledge of related technologies such as Internet Information Server and ASP.net. Ability to maintain applications, stored procedures, views, triggers and user-defined functions using T-SQL and .NET. Ability to provide desktop, tablet and device support to a variety of users, including but not limited to support on in-house applications and Microsoft applications and operating systems. Ability to assimilate information from a variety of sources such as, but not limited to, technical manuals, technical publications and newsletters, internet, conferences, seminars and formal training. Ability to discuss various operations of GCA with a variety of personnel that are familiar with that operation and to be able to understand and to determine if there may be a way to assist or improve that operation. Ability to travel within the course of business, to work non-standard and extended hours within and without the formal workplace and to function as a professional representative of the organization. Good communication skills both oral and written. Ability to define problems, collect data, establish facts, draw valid conclusions and present informed recommendations to a variety of audiences. Ability to communicate effectively in writing and orally via telephone, memoranda, reports, planning documents, system documentation and procedures and ability to present the same effectively. Meet with manager periodically and provides updates and advice related to technical solutions. Self-starter who is highly-motivated and can drive tasks to independently when required without close supervision. Work well in a team environment.

Environmental conditions: Work is performed primarily indoors (office/lab environment). Primarily located at GCA’s Central Office but can be assigned to remote locations, as required.

Education, certification, and experience required: Bachelor’s Degree (Business, Computer Science or Software Engineering preferred) or higher. Two or more years of experience in

management information systems preferred but will consider recent graduates who can demonstrate a high level of technical competence. Valid Class "C" Texas Driver's License.

Physical requirements: Ability to sit for extended periods while performing various functions. Occasionally may be required to stand, walk, kneel, crouch/stoop, squat, crawl, or twist upper body. Ability to lift and move heavy, bulky equipment when required. Ability to type on computer keyboard.

GCA offers competitive salary and excellent benefit package to the right individual. Check our website at www.gcatx.org for additional information and to apply for this position.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to expectations described herein does not constitute harassment in any form.