

TITLE: COMPUTER PROGRAMMER

CODE: 12628

GENERAL DESCRIPTION:

This is very responsible professional computer programming work at the full performance level involving developing, testing and implementing data processing programs.

Work involves responsibility for research and analyzing new and existing program requirements and producing completed programs. Duties include designing, coding and debugging applications. This position also has the responsibility for making technical program logic and work flow decisions. This work requires that the employee have considerable knowledge, skill and ability in programming languages, such as R P G II, J C L, C M S and Exec II.

SUPERVISION RECEIVED:

Works under the general supervision of the Data Processing Systems Administrator.

EXAMPLES OF DUTIES:

Designs, codes and tests programming applications for user requirements. Creates screens for data entry. Designs reports to utilize software and hardware as efficiently as possible.

Researches and analyzes new and existing projects received from the systems analyst.

Defines, sets up and documents all program steps within procedure to run applications. Assures proper recovery and back-up procedures at each appropriate step.

Provides instruction to operations for running programs and distributing output.

Consults with systems analyst and others to discuss problems, limitations and desired results of assigned projects.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of appropriate computer programming languages and the principles and practices of programming.

Good knowledge of typical business computer applications.

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Considerable skill in computer programming, including coding, testing, documentation and maintenance.

Good ability in oral and written communications.

Considerable ability to establish and maintain effective working relationships with coworkers and users.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in data processing, business administration, or a related field plus one year of professional programming experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.