PROGRAMMER

JOB SUMMARY

Under the direction of the Information Systems Director, perform a combination of duties involving application programming and the operation of a computer and its associated equipment. Provide technical support to users of the District's data processing equipment. Create and maintain complex data base applications. Create and maintain the production calendar, overseeing quality control procedures, data backup procedures, report generation and processing. Assist in the scheduling, coordination, and overall work flow of information systems.

TYPICAL DUTIES

Perform user liaison activities with regard to application modification, capabilities of hardware, resolution of application software problems, responses to service requests. Recommend data information processing application systems to conformance with department goals, standards, and procedures; including program development, and implementation and post implementation review. Provide technical advice, assistance, and instruction for installation of information processing and application systems documentation. Provide supervisor with periodic progress reports of work in progress. Consult with various District personnel and write complex programs in COBOL. Maintain knowledge of programming methods. Consult with, and assist users. Write and test computer programs. Devise controls and procedures to ensure accuracy and audit ability of implemented systems. Develop specialized reports. Maintain tape backups (daily, weekly, monthly) in order to protect District information. Implement tape interface to and from outside sources. Generate and process reports (including separating and collating as required. Perform other essential job related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include a college-level degree in Information Systems, Computer Science, or supplemented by, course sin systems analyses and COBOL programming of major business and/or educational applications in an interactive, on-line environment.

Knowledge of:

Principles, methods, procedures, and trends of programming pertaining to complex administrative and instructional administrative applications in a telecommunication environment. Principles, methods, procedures, and techniques of application design and programming utilizing COBOL programming language and data base management systems, electronic office automation processing, including work processing and electronic mail. Operations system architecture and system software design and operation. Principles, methods, and problems of operating mini computers and related peripheral equipment.

Ability to:
Analyze problems, concerns, and data and develop rationale, logical, and objective solutions. Development of programs to include writing, testing, debugging, and writing documentation programs and operating instructions. Write complex programs in COBOL as well as other required computer languages. Determine program logic and modify systems originated by others. Review and rewrite systems and procedures to improve utilization and efficiency. Establish and maintain effective working relationships with department heads, administrative officials, and employees. Provide work direction and guidance as assigned. Meet schedules and time lines. Communicate effectively, both orally and in writing. Troubleshoot and advise staff regarding software problems. Accurately estimate time and material costs. Prepare clear, complete, and concise reports. Learn and apply new concepts in information processing. Keep abreast with current trends and attend training sessions to ensure up to date information. Efficiently and effectively operate mini computer and peripheral equipment. Detect errors and inaccuracies in production output, and correct them.

LICENSE
As some positions in this class may be required to drive a personal vehicle to various District locations to conduct work, candidates must possess a valid California driver's license and maintain eligibility for district insurance.

PHYSICAL ABILITY
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen.