

PROGRAMMER
(Bargaining Unit Position)
(Range 45)

DEFINITION

Under general supervision of the Director of Computer Services, perform development and maintenance of software applications; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents serving in this position are at the entry level of the Programmer series. The Programmer is distinguished by the requirement some knowledge of, and experience in, implementation and support in systems design. The incumbents must be able to work independently and exercise sound judgment.

Incumbents in this position promote institutional effectiveness by maintaining computer software systems to ensure the systems meet District requirements.

ESSENTIAL FUNCTIONS

- Convert written and verbal specifications to software applications;
- Confer with staff and faculty in the development of software applications;
- Perform routine system analysis to determine system requirements;
- Serve as resource person in the identification and discovery and correction of output errors;
- Become familiar with district specific applications and their inter-relationships;
- Develop operating instructions for use by computer operators and users;
- Develop, test and/or modify and document software applications;
- Solve problems using a logical methodology;
- Gather, analyze, and draw logical conclusions to data;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the physical ability to:

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Preferred

- Associate Degree in computer science or closely related field.

Experience:

Required

- Two (2) years of experience in a multi-user computer environment.

Preferred

- Two (2) years of application development experience with tools comparable to those used by the District.

Or any equivalent combination of education and experience.

Knowledge of:

- Software application coding and testing techniques;
- Integrated Administrative Software system (ERP), Sungard HE Banner preferred;
- Database and database tools, Oracle, SQL and PL/SQL preferred;
- Operating system tools, AIX preferred;
- Reporting tools, Evisions preferred;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

CCCUE Approval:11/18/09: 04/27/10
Board of Trustees Approval:12/09/09: 5/05/10