

COMPUTER PROGRAMMER

CLASS SUMMARY

Under general supervision – develops and maintains computer application programs in assigned areas; and performs related duties as required.

REPRESENTATIVE DUTIES

Analyzes and modifies existing programs as conditions and procedures change; assists in the design and development of new computer applications; prepares system and logic flow charts; prepares test data to test and debug programs; writes clear documentation and operating instructions; create and maintain job control language for programs; confers with college personnel about computer applications programs; writes clear operating instructions; keeps informed of developments in computer software and equipment.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Director of the computer Center may be directed or trained in projects by a Senior Programmer Analyst or Programmer Analyst and may supervise part-time student programmers. This class confers with administrative personnel in order to revise program.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to two years of experience as a Computer Programmer, including some experience with COBOL programming using a data base.

Knowledge and Abilities

Good Knowledge of: principles, practices and language of computer programming; testing and troubleshooting programmed computer operations.

Knowledge of: data base structure; capabilities and limitations of computers and auxiliary equipment; computer input, forms, operating instructions and reporting; English composition; statistical and accounting data; modern office procedures.

Familiarity with: systems analysis.

COMPUTER PROGRAMMER (continued)

Ability to: compile and analyze data; prepare flow charts and diagrams, using abstract reasoning; read and understand technical and educational data and information; utilize required computer language systems; produce, check and finalize work efficiently; work cooperatively with others; communicate clearly in written and oral English; accept continuous training and learn rapidly.