PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS:

This is a lower level position in the Programmer series. While initial assignments are limited in scope to include the preparation of routine programs under close supervision, eventually employees will assume responsibility for independently performing increasingly difficult programming tasks. Work is usually performed under the direct supervision of a Systems Analyst, Programmer/Analyst or Senior Programmer who defines input/output specifications and periodically checks work in progress. Supervision over others is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES:

1. Performs program maintenance, modifying existing programs as instructed and updating programs for both online and batch systems;
2. Collects data from users of EDP services for problems to be programmed;
3. Flowcharts programs and codes into acceptable language for computer;
4. Tests and debugs programs;
5. May assist in the preparation of the more complex computer programs;
6. Prepares operating instructions to be used with program including job number, which tapes or disks to use, and types of forms to be used on printer;
7. Corrects routine source material errors;
8. Performs miscellaneous clerical duties in maintaining records, files and programming related materials and distributing computer output reports;
9. Prepares own documentation for own programs and assist in documenting the more complex programs that have been worked on by others;
10. Installs and uses vendor software;
11. May be required to operate computer and peripheral equipment;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of programming in COBOL; working knowledge of the principles and practices of data processing; ability to learn to write programs for increasingly difficult applications; ability to code efficiently; ability to learn to program other languages; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A)   Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in data processing which included at least 3 credit hours in COBOL;

OR: (B)   One (1) year of full-time work experience in computer programming, using COBOL as the main language;

OR: (C)   An equivalent combination of training and experience as expressed in (A) and (B) above.