

PROGRAMMER IV

NATURE AND VARIETY OF WORK

This is advanced technical and lead/supervisory work in developing programs for automated systems. As a project leader on large scale projects, incumbents lead/supervise the preparation of programs for processing large volumes of data in a variety of computer applications. Work includes the training of subordinate personnel in computer programming. Work is subject to the general supervision of a technical and administrative superior, who reviews work through an appraisal of the effectiveness with which the information needs of departments serviced are fulfilled.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Functions as a project leader on complex, large scale projects.

Writes programs of computer instructions for the processing of information as structured by systems design, such instructions including a variety of addresses, operates, and similar or related signals to the computer to transfer, store, act upon or otherwise treat given data as necessary to ultimately produce a report of predetermined character and format; utilizes a variety of compiler or assembler languages, modifies programs using absolute machine language if necessary.

Operates programs on a trial basis for debugging and related refinement purposes; relates programs into executive routines or less formal program groups for purpose of gaining fullest utilization of the central processing unit.

Collaborates with systems specialists, manufacturers, representatives, liaison personnel of departments serviced, technical as well as administrative superiors, and others in the determination and follow through of data processing goals and objectives as well as the establishment of priorities among jobs.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of

work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of electronic data processing coding and translating practices necessary for programming instructions for an electronic computer and related equipment.

Ability to prepare programs for computer instructions.

Ability to instruct subordinates in the principles and practices of programming and systems analysis and design.

Ability to establish and maintain effective working relations with associates, representatives of private firms, county and school system officials, and the general public.

Ability to prepare comprehensive reports and to present facts clearly and concisely, both orally and in writing.

Ability to prepare charts, layouts, forms, handbooks, memoranda, and other media of instruction and information.

MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by advanced formal courses in programming, accounting, business, public administration; plus three (3) years of programming experience; or an equivalent combination of experience and training.

CREATED: 6/69
REVISED: 10/88