



POSITION DESCRIPTION

JOB TITLE: Programmer Job Class: 2635		
DATE	DEPARTMENT OR SCHOOL Technology	DIVISION Finance and Operations
BARGAINING UNIT: 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Performs entry level computer programming; including writing, testing, documenting and implementing new and existing programs.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Writes, tests, documents and implements new and existing programs.
2. Uses appropriate computer languages in performance of duties.
3. Participates as a member of application development teams taking direction from project leaders or other more experienced staff.
4. Participates in professional training activities as directed.
5. Stays abreast of current hardware and software trends and technology through reading literature and attending seminars and symposiums.
6. Actively supports the MPS Strategic Plan.
7. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision, directly from a Supervisor.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g)

prepare performance appraisal; (h) take or recommend disciplinary action.

Not Applicable

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements

An associate's degree in Information Systems and or Programming OR the equivalent in education and work experience.

Experience Requirements

A working knowledge of computer programming languages is required, Two years of professional experience is required.

Knowledge, Skills, and Abilities:

Ability to process computer data and to format and generate reports. Ability to determine computer problems and to coordinate hardware and/or software solutions is required. The ability to write technical instructions in the use of programs and/or program modifications. Incumbent must maintain knowledge of current technological developments/trends in area of expertise. Ability to communicate with and interpret the operational requirements of end users. Knowledge of customer service standards and procedures. Ability to investigate and analyze information and to draw conclusions. Knowledge of established programming procedures and programming languages. Knowledge of computer flow charts and of programming logic and codes. Ability to implement and troubleshoot programming changes and modifications is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Those associated with a general office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.