

## **COMPUTER PROGRAMMER (Specialist)**

**JOB CODE:** 3092  
**LOCATION:** Information Technology Department  
**CLASSIFICATION:** Competitive  
**SALARY:** Non-Union  
**ADOPTED:** 6/88; Revised 7/96, 8/05, 01/2020; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for preparing detailed instructions to adapt various operations to electronic data processing. The Computer Programmer develops individual program documents, program logic, codes programs using program languages and tests and debugs and documents programs. The position may also involve the operation, monitoring and control of a computer and related peripheral equipment. The work is performed under the general direction of the Director of Information Technology and Communications Services or other higher level administrator. The Programmer exercises a considerable degree of independence in carrying out assigned duties. Supervision may be exercised over the work of subordinate data processing employees. **Candidates will be expected to attend any courses, training and seminars as requested by the Director.** Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Analyzes the flow of information between the data center and the various units participating in the data processing system;
- Designs or supervises the designing of detailed programs, screen designs, forms, flow charts and diagrams to adapt financial or statistical operations to electronic data processing;
- Prepares sample test data, to perform actual testing revisions and verification of corrections made to programs;
- Debugs new programs to assure completion according to predetermined requirements;
- Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and financial reports;
- Reviews and analyzes existing EDP operations and making recommendations for modification and expansion;
- Consults with administrative personnel and reports problems and deviations affecting workload and scheduling;
- Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and form of final output;
- May train subordinate data processing personnel or individual end users.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of electronic computer programming principles, techniques and concepts; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; good knowledge of office terminology and procedures; working knowledge of electronic computer and related peripheral equipment operation, ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to follow moderately complex oral and written instructions; 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 a Bachelor's of Science Degree in Computer Science, Computer Information Systems or Technology or a closely related and one (1) year of full-time work experience or its part-time equivalent in computer programming; **OR**

## 2. Computer Programmer (Specialist)

- b.** Graduation from a regionally accredited New York State registered college with an Associates Degree in Computer Science, Computer Information Systems or Technology or in a closely related field and three (3) years of full-time work experience or its part-time equivalent as defined in (a); **OR**
- c.** Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time work experience or its part-time equivalent as defined in (a); **OR**
- d.** An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

### **Current equipment in operation:**

- 1.** IBM AS/400
- 2.** Personal Computer
- 3.** Model 6262 printer
- 4.** 6380 cartridge tape drive (QIC - 1000)
- 5.** Decollator
- 6.** Burster