

LEAD PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director-Data Processing this class is responsible for the supervision of programming for internally stored computers with magnetic storage media. Work involves considerable independent technical judgment. An incumbent must also coordinate the technical programming work with the activities of other sections of data processing. Supervision is exercised over a number of lower level programmers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Evaluates technical materials regarding programming techniques and development;

Prepares and directs the preparation of programs for an electronic computer;

Compiles documentation and proscribes documentation standards for programming;

Consults with management, systems personnel, and operating staff to clarify program intent;

Trains subordinates in programming;

Revises or directs the revision of existing programs to increase operating efficiency;

Prepares records and reports;

Participates and may lead group projects;

Assists in scheduling applications to electronic data processing by estimating time and cost for programming.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough technical knowledge of the operation, programming and use of electronic computers, their capabilities, and limitations; thorough knowledge of high level computer languages; thorough knowledge of business practices, systems, and forms; thorough knowledge of organization structure, and work flow, good knowledge of diversified government activities; ability to plan, and supervise the work of others; ability to read and interpret technical literature about changes in techniques and equipment; ability to prepare oral and written reports; sound judgment; initiative; resourcefulness; tact; ability to think logically; stamina; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) five years of programming of stored program computers, two years of which must have been in the supervision of computer programming of magnetic storage media, on broad and complex projects; or (b) a Master's Degree* with major work in Public Administration or related fields and four years of the specialized experience listed in (a) above; or (c) high school or equivalency diploma and eight years of programming, two years of which must have been in the supervision of computer programming of magnetic storage media on broad and complex projects; or (d) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive
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1

Job Class Code: C0617
Job Group: XIII