

PROGRAM SPECIALIST (SOFTWARE ARCHITECTURE)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class, located in the Department of Information Technology, is responsible for the analysis of basic software systems packages, including system preparation and layout of program instructions for a client/server environment. Responsibilities also include keeping abreast of project(s) progress to provide workflow analysis for managerial use, assisting in the RFP process by performing research and preparing recommendations, and assisting with third party contract compliance procedures. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares basic software system packages;

Prepares sample test data;

Prepares simple program instructions in a client/server environment;

Modifies existing programs in accordance with changes in procedures or results desired;

Test and debugs software;

Researches software packages, software tools and components provided by prospective vendors to assist in the RFP process;

Assists in analyzing user department system needs and prepares reports on same;

Assists in ensuring contract compliance with third party vendors to ensure that services are provided in accordance with established agreements;

Analyzes project goals and keeps abreast of progress to assist management in workflow analysis;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs special studies as required;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the fundamental concepts of server and client operating systems, including Unix/Linux or Microsoft Windows; ability to learn to design and program in the JAVA language; familiarity of at least one of the following languages: GIS, object-oriented database management systems, middleware, embedded systems, expert systems; ability to learn Rapid Application tools; ability to identify, evaluate and convey (both orally and in writing) requirements, designs and operations of application software and systems; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Contd.)

duties of the position; ability to analyze and draw conclusions; ability to establish and maintain effective working relationships; thoroughness and attention to detail; resourcefulness; initiative; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and a Bachelor's Degree* which included or was supplemented by a course* in JAVA and a course* in database design (see definition).

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

DEFINITION: A course in database design is defined as a course that covers how to analyze, classify and maintain an organization's data and data relationships and develop data models and data dictionaries.