

SYSTEMS PROGRAMMER (MICROPROCESSING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Support Services, an incumbent of this position supervises and performs programming activities involved in the generation of internal computer operating systems, communication systems, and other software required by state of the art computers. Incumbents also act as internal consultants on operating systems software and are responsible for planning, organizing and making recommendations concerning the uses of the computer, operating systems and communications operating systems software as it pertains to microprocessing systems as well as evaluation of software provided by independent sources. Supervision may be exercised over a number of subordinate Programmers and Systems Analysts. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in planning and implementing divisional goals and objectives;

Acts as lead on projects by assisting management in the coordination, planning and implementation of projects;

Develops and writes procedures for the installation of operating systems software for all levels of microprocessors;

Supervises the installation of operating systems software for all levels of computer machinery, and in particular the MS-DOS Operating System in a Microsoft WINDOWS environment;

Supervises and participates in all activities related to systems programming, research and development;

Assists in the development and enforcement of internal programming standards;

Participates in and assists in the development of training programs and may act as principal instructor in programming language courses given to Programmers and Systems Analysts covering any high or low level language;

Engages in comparative research for software or hardware acquisition, developing bid specifications for same and evaluating proposals as required;

Assists in the evaluation and hiring of Programmers and Systems Analysts.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and skills unique to operating systems coding, generation, analysis and problem solving; thorough knowledge of high and low level programming languages; thorough knowledge of the principles of communications networks and related special languages; thorough knowledge of the architecture of microprocessors and associated peripherals; thorough knowledge of MS-DOS and Microsoft WINDOWS software; ability to communicate technical materials, both orally and in writing; ability to plan, organize, and present technical ideas clearly and concisely; ability to supervise the work of others; tact; creativity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) seven years of recent programming experience (within the last ten years), one year of which must have been in systems programming and support of microprocessing equipment; or (b) Bachelor's Degree* and three years of experience as defined in (a), one year of which must have been in systems programming and support of microprocessing equipment; or (c) satisfactory completion of 30 credits towards a Bachelor's Degree* or at a computer school accredited by the National Association of Trade and Technical Schools may be substituted for the above required experience, but must include one year of systems programming and support of microprocessing equipment; or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a) through (c).

NOTE: All technical experience must have been acquired within the last ten years.

*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 Education Department as a post-secondary, degree-granting institution.