LEAD PROGRAMMER

GENERAL STATEMENT OF DUTIES: Supervise programming activities of a central data processing organization; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level technical employee, this class is responsible for the supervision of programming for internally stored computer 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 small group of lower level programmers.

EXAMPLES OF WORK: (Illustrative Only)

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

Compiles documentation using prescribed documentation standards for programming;

Consults with management and systems personnel to clarify program intent;

Trains subordinates in programming;

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

Prepares records and reports;

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; 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; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree and one year of experience in programming of internally stored program computer using magnetic storage media; or (b) graduation from a two year post high school, trade school or community college and three years of experience in programming of internally stored program computers using magnetic storage media, one year of which must have been in the supervision of a computer program system; or (c) graduation from high school or possession of a high school equivalency diploma and four years of experience in programming of internally stored program computers using magnetic storage media, two years of which must have been in the supervision of a computer program system; or (d) a satisfactory equivalent combination of training and experience which shall have included the two years of supervisory experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.