

PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class is responsible for the analysis of user requirements and projects and for developing the logic of a computer and/or software program based on program specifications, flowcharts and other pertinent information. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes user needs and functional requirements to create a well-defined software project plan;

Creates specifications for a software project plan that addresses user needs and expectations;

Creates/writes program instructions (code) in a specific programming language;

Designs database structures that will most efficiently store information and allow easy retrieval by users and/or software programs;

Creates data-input screens that are simple and easy to use;

Prepares data for display on other media (internet, web sites, intranet, laptops, etc.);

Uses security techniques to ensure prevention of software errors;

Uses testing methods to identify problems before software deployment and recommends solutions;

Maintains, adapts or updates existing software projects to meet new user needs;

Installation and maintenance of data integration development software;

Investigates/researches current software and hardware resources to determine the feasibility of integrating new programs into the current technical environment;

May analyze and compare the data requirements of different systems and vendors;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current principals, practices and procedures of computer programming; good knowledge of financial forms and systems; ability to apply computer systems to business problems; ability to think logically; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and data software; initiative; reliability; resourcefulness; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of recent computer programming work experience.

SUBSTITUTION 1: An Associate's Degree* which must have included 12 credits in computer programming, information technology, computer science, or a closely related field may be substituted for two (2) years of computer programming work experience.

SUBSTITUTION 2: An Associate's Degree* in Computer Programming, Information Technology, Computer Science or a closely related field may be substituted for the three (3) years of computer programming work experience described above.

NOTE: Unless otherwise noted, 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: Recent experience and/or training is defined as occurring within the last five (5) years.

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.

Towns, Villages
Cities of Rye & Peekskill
School Districts
J. C.: Competitive
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Job Class Code: 0814 (Towns and Villages)
S814 (School Districts)