<u>SYSTEMS PROGRAMMER</u>
(BOCES #2)


<u>GENERAL STATEMENT OF DUTIES</u>:  Performs activities involved in the generation of internal computer operating systems, communication systems and other software required by contemporary computers; does related work as required.


<u>DISTINGUISHING FEATURES OF THE CLASS</u>:  Under general supervision, an incumbent of this position acts as an internal consultant on operating systems software. Incumbent is responsible for generating and maintaining the operating system, as well as planning, organizing and making recommendations concerning the uses of computer and communications operating software.  Further, position evaluates software provided by independent sources. Supervision may be exercised over subordinate level systems programming personnel.


<u>EXAMPLES OF WORK</u>:  Illustrative Only)

Installs and supports operating systems software;

Diagnoses operating systems problems and takes appropriate action to resolve same;

Assists in the development and enforcement of internal programming standards;

Engages in comparative research for software or hardware acquisitions;

Assists in training programmers or systems analysts in the use of software packages or utilities;

Maintains library of software which affects internal operations of the computer system;

Develops and re-checks the software security (validity) for present operations;

Participates in all activities related to the operating systems, including research and development toward the attainment of unit objectives.


<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATRIBUTES</u>:  Good knowledge of the principles and skills unique to operating systems generation, maintenance, analyses and problem solving; good knowledge of the principles of communications networks and related special languages; knowledge of high and low levels of programming languages for the purpose of understanding the programming environment; ability to diagnose and troubleshoot operating systems problems; ability to communicate both orally and in writing; ability to plan, organize and present technical ideas clearly and concisely; tact; creativity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:  Graduation from a standard high school or possession of a high school equivalency diploma and either (a) Bachelor's degree and two years of programming experience, one year of which must have been in generating and maintaining an operating system and communications software; or (b) completion of two years of post high school education and four years of programming experience, including the one year of specialized experience as specified above; or (c) graduation from a computer school accredited by the National Association of Trade and Technical Schools and four years of programming experience including the one year of specialized experience as specified above; or (d) six years of programming experience, including the one year of specialized experience as specified above; or (e) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT:  Successful completion of a course in COBOL or 15 weeks work experience with COBOL must be demonstrated by candidates.

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.

BOCES #2 Lower Hudson
Regional Information
Center
J. C.:  Competitive                                Job Class Code:  S855
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