

CLASSIFIED JOB DESCRIPTION

JUNIOR PROGRAMMER

JOB SUMMARY:

Under general supervision, creates, tests, implements and documents new computer programs and maintains existing ones; also performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Conducts analysis of defined systems specifications.
- Develops logic for completing program designs.
- Design and develop report specifications.
- Develops and maintains existing programs and provides enhancements to them as required by user departments.
- Develops on-line screens from prepared specifications.
- Assist in the formal definition of the program specifications with the user.
- Prepares documentation of completed programming projects.
- Maintains current programming skills through research and education.
- Upgrades system/program specifications as required.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- General knowledge of computer systems and networks.
- Experience with custom application software use, installation and support on both MAC and PC platforms.
- Ability to effectively perform system analysis studies and to communicate in writing and verbally with all users.
- Knowledge of and proficiency in computer programming languages. Preferred programming training includes: Informix, SQL and 4GL, Microsoft Access, and C; knowledge of programming development and implementation.
- Training or experience in Unix and Microsoft NT operating environments.
- High school diploma or GED required.
- Graduation from a four-year college program with emphasis on design and development of computer programs, or equivalent training and experience.

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Classified Salary Schedule: Range 42

BOARD APPROVED: 05/18/99

REVISION DATES: 07/01/04

07/01/15

07/17/23

08/09/2023