

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR SYSTEMS PROGRAMMER **GRADE:** 16

**TITLE ABBREVIATION:** SR SYS PROG **TITLE NO.:** 6757

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** TE **FLSA CODE:** AD

**DEPARTMENT:** GENERAL SERVICES **DIVISION:** SYSTEM SUPPORT

**SUPERVISOR'S TITLE:** DIRECTOR OF SYSTEMS INTEGRATION

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory and technical work involving responsibility for installing, maintaining, and modifying the mainframe operating system and system support software utilized in the Orange County Department of General Services. The work is carried out in accordance with department policies and procedures and involves the review and analysis of software packages supplied by vendors, determination of optimum configuration required for installation, consideration of changes and enhancements to software issued by the vendor, determination of impact on existing production systems, system design, programming standards and operating procedures, and establishment and enforcement of standards and controls for use of the department's base to insure its integrity. Assist in supervising the work of the System Support Division of the Department. Incumbent will be required to work evenings and weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Plans, oversees and directs the work of Systems Programmers and Associate Systems Programmers;
2. Analyzes current system releases, proposed modifications and upgrades for impact on system performance, installation, standards and procedures;
3. Monitors, manages and controls the computer center's access methods and teleprocessing network;
4. Maintains installation, tests and debugs new software, using the system set before putting new or modified software into production;
5. Works with the Director of Systems Programming on development of long range plans, policies, procedures and budget, and enforces departmental policies and procedures within the technical support area;

6. Establishes programming standards for use of installation software and prepares instructional material for programming and operations personnel that describes effects of new requirements resulting from changes to systems software;
7. Assists in training personnel in usage of enhanced program aids and in providing continuing technical assistance;
8. Conducts computer resource performance measurements, balances and improvements;
9. Assists in analyzing production or testing problems and makes recommendations or corrections;
10. Assures the compatibility of the program product mix;
11. Develops security and control procedures for system support software including recovery and back up procedures;
12. Prepares written and oral reports as directed;
13. Provides technical support and assistance as needed to other computer center personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the functions and capabilities of the computer system; thorough knowledge of current vendor supplied systems software and ability to identify features and limitations; thorough knowledge of the methods of logical deduction and ability to analyze qualitative and quantitative data; thorough knowledge of the features and limitations of applicable languages and of system utility macros covering system support software; thorough knowledge of documentation procedures testing criteria and security procedures; thorough knowledge of data communication system design concepts, and operations system programming; thorough knowledge of file structures and designs, information retrieval techniques, file access methods and controls and development and documentation of data processing standards; ability to modify vendor software installations needs; ability to design and implement custom software; ability to analyze and correct hardware/software malfunctions; ability to supervise subordinates; ability to prepare instructional material; ability to communicate clearly and effectively both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree, or higher, which includes or is supplemented by eighteen (18) semester credit hours in Computer Science and/or Mathematics and three (3) years experience as a systems programmer; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree which includes or is supplemented by eighteen (18) semester credit hours in Computer Science and/or Mathematics and five (5) years experience as a systems programmer; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience as a systems programmer.

09/12/15