COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: COMPUTER PROGRAMMER (SCHOOL)   **TITLE #:** 1191

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for creating and maintaining detailed programs both commercial and internal for a school district's central data processing department. The work is carried out in accordance with established policies and procedures and involves designing, verifying and testing programs. Work is performed under the general direction of an administrative supervisor with leeway to exercise independent judgment in carrying out the details of the work. Incumbents may be required to work evenings and/or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with users to determine nature of projects and the form of results required;

Uses computers and computer systems to program, write software, set up functions, enter data, or process information;

Modifies existing programs to take care of changes in procedures or results as required;

Establishes test data to verify accuracy of programming logic;

Complies, codes, calculates, tabulates, audits or verifies information or data;

Prepares all necessary documentation for both the end user and the system console operator;

Operates the computer and peripheral equipment as needed.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the functions and operating capacity of the desktop system, including peripheral devices and how they effect program development; ability to write and validate moderately complex computer programs; ability to read and interpret technical literature; ability to learn new computer language; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICAITONS: Either:

(A)   Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of paid programming experience which involved writing and debugging programs utilizing multiple computer languages, including COBOL or Visual Basic; OR

(B)   Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above.

REVISED: 6/6/07 AT