

**DATE:** August 28, 2023

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Alan Macaluso, Director of Information Services,  
25 South Manor Avenue, Kingston, NY 12401

**JOB VACANCY:** Computer Applications Programmer/Analyst / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** So Manor Complex

**SALARY:** \$43.38 / hour (Grade 19)

**FILL DATE:** September 19, 2023  
(When such a vacancy is announced, employees who wish to be considered shall be allowed to file appropriate notice within ten (10) working days **following** the announcement of the vacancy.)



**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises and engages in computer applications programming. The incumbent may also engage in database maintenance and analysis. Supervision is exercised over the work of applications programmers and trainees. The work is performed under the general supervision of a higher level technical individual with wide leeway allowed in technical work details. The incumbent may be responsible for sub-systems or projects of moderate scope. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles of computer programming; thorough knowledge of current programming development languages; thorough knowledge of the principles and terminology of data processing; working knowledge of systems analysis; ability to supervise and train personnel; ability to prepare written material such as program descriptions, user manuals and task lists; ability to design moderate size data processing applications; ability to communicate effectively orally and in writing; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

- A. A Bachelor's Degree in Computer Science or related field and one (1) year of programming experience in a computer center environment; **OR**
- B. An Associate's Degree in Computer Science or related field and three (3) years of programming experience in a computer center environment; **OR**
- C. Possession of a diploma or certificate of completion for a course of study in computer programming from a technical school licensed by the New York State Department of Education and four (4) years of programming experience in a computer center environment; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of programming experience in a computer center environment; **OR**
- E. An equivalent combination of A, B, C and D above.

**Note 1:** College level study in Computer Science or related field may be substituted on a year-for-year basis for the above mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. However, college courses may not be substituted for at least one year of the above mentioned experience.

**Note 2:** Examples of current programming development languages include but are not limited to: HTML, JavaScript, Microsoft Access, Visual Basic, SQL, Python, CSS, C++, PHP and Java.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPT.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.