

SCHOOL DISTRICT PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for performing technical support activities and services in the preparation of computer applications and operational routines for the computer information systems in the Information Technology department within a school district. An employee in this class is responsible for reviewing, overseeing, and participating in information system projects that include designing detailed computer applications to make the best use of supported technology services within the district. The incumbent diagnoses and resolves problems with programs and writes necessary program interfaces, incorporating web-based access devices and developing discrete formats for reports and other documentation. An individual is also responsible for assisting and training school district personnel in the use of various computer software programs, databases and their applications as well as technology services offered by the district. The position is under the general supervision of an administrative head of the Information Technology Department, with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews information system project requests, determines scope of project, and schedules implementation if approved as a supported technology application;

Designs and develops computer application programs, utilizing database design techniques, and web-based applications to fully integrate that technology into the school district;

Writes, tests and maintains computer programs using appropriate computer languages, commands, queries and report writers;

Writes custom reports using various programming platforms;

Works with administrators and district personnel to define needs, design effective programs, establish system parameters, and develop formats for requested reports and documents;

Writes programs to effectively interface between various database structures and computer platforms;

Uses query tools to create discrete queries and complex reports;

Uses web-development tools to write interactive web applications to give district personnel access to web-based computer applications and integrate databases into web-sites;

Evaluates existing systems and modifies software for optimal performance;

Reviews and tests software packages and makes recommendations concerning acquisitions;

Prepares instructions and trains school district personnel in the use of technology services and their applications for both inquiry and production runs;

Consults with school district administrators and personnel on the on-going development, maintenance and effectiveness of applications, evaluating enhancements and making recommendations for system modifications;

May trouble-shoot hardware and software problems to determine program errors, write programs to correct problems and report problems to technical support staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of computer hardware, software and applications technology; good knowledge of standard programming languages; working knowledge of the organizational functions, policies and regulations of a school district; working knowledge of available computer technologies and their application to the instructional environment; ability to problem-solve computer user-related problems relative to software technology; ability to prepare and deliver training programs; ability to establish and maintain cooperative relations with others; ability to prepare narrative and statistical reports; ability to formulate sound plans and recommendations; ability to communicate effectively both orally and in writing; poise; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Computer Science, Information Resources Management, Information Technology, Management Information Systems or closely related field* and two (2) years of full-time paid, or its' part-time equivalent experience in programming and database/software design and management; **OR**
- B. Graduation from a New York State registered college or university with an Associate's Degree in Computer Science, Information Resources Management, Information Technology, Management Information Systems or closely related field *and four(4) years of full-time paid, or its' part-time equivalent, experience in programming and database/software design and management ; **OR**
- C. Possession of a diploma or certificate of completion of a course of study in computer programming from a technical school licensed by the State of New York Department of Education and six (6) years of full-time paid, or its' part-time equivalent, experience in programming and database/software design and management ; **OR**
- D. An equivalent combination of training and experience as indicated above*.

*Coursework in the use of specific programs such as WORD, EXCEL or ACCESS, and data entry is not acceptable.

ULSTER COUNTY

5744 SD PRG

Classification: Competitive

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Adopted: July 25, 2006