

SENIOR COMPUTER PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This is important technical and supervisory work involving responsibility for preparing detailed instructions to adapt various operations to electronic data processing. The incumbent develops software systems including individual programs, documenting program logic, coding programs using program language, testing and debugging programs. The incumbent may operate, monitor and control a computer and related peripheral equipment. This class differs from that of a Computer Programmer by the increased level of expertise required to perform the more difficult and complex programming and the added responsibility of supervising the activities of computer programmers. May act in the place of the Supervising Programmer/Analyst in their absence. Direct supervision is exercised over programmers and other staff. The work is performed under general supervision with considerable leeway for exercising independent judgement in planning and carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Analyzes the flow of information between the data center and the various units participating in the data processing system; Designs detailed software systems programs, forms, flow charts and diagrams to adapt financial, statistical and informational operations to electronic data processing; Prepares sample test data, performs actual testing and makes modifications, revisions and corrections to programs; Debugs new programs to assure completion according to predetermined requirements; Operates an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical, financial and various informational reports; Surveys problems related to the users various reports; Prepares input and output memory layouts and block diagrams to show sequence of computations for problems solution on computer and related peripheral equipment; Supervises the work of computer programmers to monitor progress of programming assigned to insure proper functioning and integration of programs into designed software systems; Provides programmers with advice and technical assistance; Provides training to programmers and other data processing personnel and/or users; Consults with superiors and reports problems and deviations affecting work load and scheduling; Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of electronic computer programming principles, techniques and concepts; Good knowledge of on-line data base management, compiler use, job control, direct access techniques, and remote accessing; Good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; Good knowledge of office terminology and procedures; Working knowledge of care and adjustment of electronic computer and related peripheral data processing equipment operation; Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; Ability to follow moderately complex oral and written instructions; Ability to supervise and train others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A. Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree in electronic data processing and one year fulltime paid experience as a programmer; OR

B. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in applied science in electronic data processing and (2) five years of full time paid experience as a programmer; OR

C. (1) Completion of at least two years (60 semester credit hours) at a regionally accredited or New York State registered college or university which shall have included 15 credit hours in electronic data processing courses and (2) six years full time paid experience as a programmer; OR

D. An equivalent combination of training and experience as defined within the limits of A, B, and C above.

Adopted 4/5/99