

COMPUTER PROGRAMMER
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent, under the general direction of the Director of Technology, is responsible for analyzing, organizing and preparing detailed programming instructions involving a variety of data through the use of data processing hardware and software. Work is concerned with the study of problems, systems analyses, flow of information and adaptation for computer use, programs debugging and implementation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Designs and codes computer programs, documentation forms, flow charts and diagrams to adapt business or statistical operations to electronic data processing;
- Prepares test data, performs testing, modifies, revises and makes corrections to the programs;
- Debugs computer programs to assure completion according to pre-determined requirements;
- May interface with users to ascertain the nature of projects, the form of source information and form of results required;
- Prepares input and output layouts, flow charts and diagrams for the problem solution;
- Consults with supervisor or other higher level employees, reporting problems and deviations affecting workload and scheduling;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of electronic computer programming principles, techniques and concepts;
- Working knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems;
- Working knowledge of office terminology and procedures;
- Working knowledge of the operation of electronic computer and related peripheral data processing equipment;
- Working knowledge of systems analysis applicable to computer programming;
- Skill in oral and written communications;
- Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operations;
- Ability to follow moderately complex oral and written instructions;
- Ability to learn new computer languages;
- Ability to perform close, detail work;

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- Ability to work independently and/or part of a team;
- Ability to work efficiently in a fast-paced environment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree which includes or is supplemented by twenty-four (24) credit hours in computer science or programming courses; **OR**
- (B) Completion of at least sixty (60) credit hours at a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees which shall have included twelve (12) credit hours in computer science and/or programming; **OR**
- (C) One year of electronic computer programming experience in a computer language on a micro, mini or mainframe computer; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.