



Position Title:	Web Programmer	Job Code:	3521
Reports To:	Senior Software Engineer	Job Group:	PENC
Department:	Web Services	Salary Grade:	12
Prepared By/Date:	Carol Flynn/10-04-2004	FLSA Status:	Non-Exempt
Approved By/Date:	Andrew Seaga/1-27-2010		
Revised:	Jennifer C. Brito/5-6-2009		

Summary:

Develops and prepares computer programs. Responsible for most phases of applications programming and works independently, only requires some general direction (supervision) for the balance of the activities.

Essential Duties and Responsibilities:

- Conducts detailed analysis of all defined systems specifications and develops all levels of logic flow charts.
- Codes, prepares test data, tests, and debugs programs.
- Revises and refines programs as required, and documents all procedures used throughout the computer program when it is formally established.
- Evaluates and modifies existing programs to take into account changes in systems requirements or equipment configurations.
- Maintains fixed-length sequential files or variable-length sequential files or random files or indexed sequential files processed sequentially in a high-level language (COBOL, FORTRAN, MARK IV) or ASSEMBLER language in a batch-processing mode.
- Writes retrieval, file maintenance, and data collection on-line programs.
- Writes programs from general specifications with some supervision.
- Communicates with users and assist them with computer-related matters.

Knowledge, Skills and Abilities:

- Knowledge of testing and debugging techniques.
- Knowledge of structured programming techniques.
- Knowledge of how to interpret an OS memory dump.
- Knowledge of how to use program optimization techniques.
- Proficient skill level in OS/JCL techniques and coding of JCL.
- Proficient skill level with software utilities.
- Proficient skill level in documentation techniques as applied to flow charts, report layouts and file descriptions.
- Ability to work from systems designs of a systems analyst to assist in the development and implementation of new applications or modifications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in data processing or related field, from an accredited college.
- Three (3) years computer programming experience in business or academic applications or systems programming.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name