

APPLICATIONS PROGRAMMER I – The Applications Programmer I reports directly to the Senior Director of Information Technology and has the following responsibilities:

1. Performance - Regular Assignments:

- a. Utilize applicable programming languages such as COBOL, FORTRAN, SAS, SQL, UNIX, Delphi, and ColdFusion to produce necessary reports.
- b. Code, test, and debug new and existing applications.
- c. Work with end users to develop new applications or modify existing ones.
- d. Use UNIX to execute job procedures.
- e. Audit outputs of MIS systems being used to ensure proper execution of all programs.
- f. Prepare and maintain documentation to support computer programs and procedures.
- g. Install and support desktop hardware and software and intranet services.
- h. Provide IT training and assistance to new staff serve as help-desk for staff.
- h. Perform other duties as assigned by the Senior Director of Information Technology and the Deputy Director of Student Services and Technology.

Minimum Qualifications

1. High school graduation or equivalent and 2 years experience in computer science, information systems, data processing practices or operations, management sciences, or a related field
or
Associate's degree in a field related to computer science, information systems, data processing systems or management sciences;
or
Any combination of education and experience in computer science, information systems, data processing practices or operations or a related field totaling two years

Additional Desirable Qualifications

1. Aptitude for programming.
2. Ability to work/interact with users.
3. Knowledge of data processing practices, methods, principles, and techniques.

5/2016

State Universities Civil Service System Title: Applications Programmer I