

DESERT COMMUNITY COLLEGE DISTRICT

PROGRAMMER

BASIC FUNCTION

Under the direction of Information Systems Supervisor, provide complex technical support in information systems, database and telecommunications programming in mainframe and PC environments.

REPRESENTATIVE DUTIES

Assist in the design of technical requirements and specifications to develop or improve software systems; analyze, design, code compile and implement structured programs utilizing on-line tools and techniques. **E**
Consult with users to determine system and program requirements and identify problems in existing programs and systems. **E**

Plan, organize and write new information systems, database and telecommunications programs; write clear operating instructions and translate steps to necessary computer language. **E**

Participate in system analysis and general design stages of systems projects; review and modify existing systems and programs; assist in the preparation of integral system test data. **E**

Code and test software programs using existing specifications; debug programs as necessary. **E**

Provide information required to produce software systems and program documentation and procedures; assist in various levels of related support including diagraming, documentation and program refinement and enhancement. **E**

Design and prepare block diagrams, flow charts, data definitions and pertinent logic; improve working knowledge of structured programming techniques, codes methods and operation requirements. **E**

Assist in maintaining related support tools including installation and testing programs and standards; perform maintenance by expanding, organizing and revising programs and procedures. **E**

Maintain current knowledge of technological advances in the field. **E**

Prepare and maintain a variety of reports, records and files. **E**

Develop a proficiency in the use of multiple programming languages to perform programming projects; assist in maintaining related support tools, such as installation and testing programs, standard and procedures.

Assist in training users in proper use of programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and techniques of computer systems languages and program design, coding, testing, implementation, documentation and training; operation of mainframe computers and peripheral equipment, operating system software internals, batch files and scripts; techniques of troubleshooting, testing and debugging computer programs; modern office practices, procedures and equipment; oral and written communication skills; record-keeping techniques; interpersonal skills using tact, patience and courtesy; technical aspects of field of specialty; a variety of programming languages such as: COBOL, Java, Visual Basic, Unix and C++; programming in a mainframe environment.

Ability to: Accomplish information systems, database or telecommunications programming assignments on schedule; design, code, test, document and maintain applications, database and telecommunications programs; perform limited systems analysis assignments; Maintain inventories; operate a variety of computers and peripheral equipment including terminals, microcomputers, disk drives, printers and optical

mark sensing equipment; demonstrate clear and concise writing skills and communicate clearly on technical levels; interpret programming needs of clients served; apply principles and techniques of computer programming and data structuring to specific problems or requests; maintain and modify assigned computerized system including analysis and documentation; write or modify programs to meet user needs; communicate effectively both orally and in writing to exchange information; establish and maintain cooperative and effective working relationships with others; work independently with little direction; prepare clear, complete and concise reports and records and maintain inventory; understand and follow oral and written instructions; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: associate's degree in computer science or related field and three years experience including program design, coding, testing, implementation, documentation and training.

WORKING CONDITIONS

Environment: Office environment

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions