

## 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