

SENIOR COMPUTER PROGRAMMER

GENERAL STATEMENT OF DUTIES: Supervises, analyses, organizes, and prepares detailed programmed instructions involving a variety of data for an electronic computer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for planning and supervising the analysis of a variety of financial and statistical data for adaptation and programming for an electronic computer at a data center. The work is carried out in accordance with established procedures and involves the study of problems, systems analyses, flow of information, and adaptation for computer use, debugging of new programs, and types of in-put and acceptable out-put information from the computer. Work is performed under general direction of the Director of Data Processing with leeway allowed in planning programs for adaptation to the equipment. Supervision is exercised over the work of subordinate Computer Programmers and Computer Programmer Trainees.

EXAMPLES OF WORK: (Illustrative only)

- Supervises and designs detailed programs, documentation forms, flow charts, and diagrams to adapt business or statistical type operations to electronic data processing;
- Analyzes the flow of information between the data center and the various units participating in the data processing system and designs programs accordingly;
- Oversees the preparation of sample test data, performs actual testing, and makes modifications, revisions, and corrections to programs;
- Supervises and performs de-bugging of new programs to assure completion according to predetermined requirements;
- Performs detailed systems analysis and surveys on problems related to financial and statistical records and reports;
- Confers with superiors and officials to ascertain the nature of projects, the form of source information, and form or results required;
- Oversees and performs detailed program documentation including flow charts, coding sheets, operator instructions, and related testing materials;
- May provide orientation and training sessions regarding the preparation and application of data for computer and related peripheral equipment use;
- May be required to attend formal classroom instruction related to the position;
- Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed, and format of final out-put;
- Prepares reports on results of surveys and systems analyses and suggests application to data processing equipment;
- Operates computer and related peripheral equipment as required;
- Acts for the Director of Data Processing in his absence.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of electronic computer programming principles, techniques, and concepts; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; good knowledge of office terminology and procedures; good knowledge of electronic computer and related peripheral data processing equipment operation, including key punch, card reader, in-put/out-put writer, key-to-tape and magnetic disc, and tape files applicable to programming; working knowledge of systems analysis applicable to computer programming; ability to translate and adapt administrative, statistical, and financial data to programs for use in a data processing operation; ability to plan and supervise the work of others; ability to follow complex oral and written instructions.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and:

A) Completion of a course of instruction in computer programming and three years of electronic computer programmer experience;

OR

B) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Applied Science in electronic data processing and two years of electronic computer programmer experience;

OR

C) Any equivalent combination of training and experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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