

**Chittenden Central Supervisory Union  
Job Description**

<b>JOB TITLE:</b>	<b>Programmer</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>UPDATED:</b>	<b>5/8/08</b>

**POSITION OBJECTIVES:** To help the District use data processing to increase effectiveness and reduce costs to the ultimate benefit of the educational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Analyzes existing program logic to determine the best method of accomplishing required changes or causes of program malfunction.
- Designs change modules and adjustments to existing coding to accomplish correction or modification.
- Tests modified programs.
- Maintains up-to-date knowledge about systems software supplied by the manufacturer.
- Analyzes new and modified software in relation to installation requirements.
- Implements new systems software and modifications in an optimal manner without adverse effects on current production and testing and with minimal impact on development activities.
- Establishes standards for the use of installation software.
- Designs and implements custom software required by the installation.
- Analyzes production programs to isolate problems or to determine more efficient methods.
- Designs program logic to eliminate problems, accomplish needed changes, or increase operational efficiency.
- Expands test data to perform more thorough validation and to reflect requirements of program modifications.
- Updates program documentation to include changes.
- Fulfills user requests for data extracts and special reports.
- Analyzes current systems software, proposed modifications, and new software for impact on installation problems, standards, and procedures.
- Selects new software or modifications that will enhance operating and development activities.
- Maintains sample set of installation programs to test effects of new or modified software.
- Tests new or modified software, using sample set, and analyzes results.
- Designs, codes, and tests special software required by the installation.
- Identifies and documents standards for use and operation of systems software.
- Analyzes production or testing problems to determine whether they are caused by systems software malfunctions and makes corrections where required.

**SUPERVISION RECEIVED:**

Reports directly to the Director of Information Technology.

**SUPERVISORY RESPONSIBILITIES:**

No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's degree in Business or Management Information Systems or other appropriate discipline plus 3 to 5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Language Skills: 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.
- Mathematical Skills: 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.
- Computer Skills and Experience: Expert Skills in MS Office, competent to expand in SASI, Filemaker Pro; and SunGard, competent in Novell user Admin. Experience needed: 3-5 years in a professional service oriented IT environment dealing with decision makers.
- Reasoning Ability/Mental Requirements: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS**. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

**WORKING CONDITIONS**: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; the noise level in the work environment is usually moderate. The employee is frequently required to drive.