

Job Description / Performance Base Competency Assessment

Position Title: **Programmer/Analyst**

Position Reports To: Director of Information Technologies

Date of Origin: 10/9/2002 **Date of Revision(s):**

Date Reviewed:

Position Summary:

The programmer/analyst is responsible for or assists in the analysis, design, programming, testing, documentation, end user training, and management of information technology solutions of business needs as identified by management.

Education: (Include licenses, certifications, permits) Minimum of a bachelor's degree in information technologies, computer science, business administration or related areas. Holders of professional certifications such as MCSE, MCSD, and MCAD* will be given preference.

Experience / Qualifications Object-oriented programming experience in an industrial environment. Experience with relational databases. Experience in web based programming.

Skills / Abilities Must be able to work with end users, other IT professionals and management in a positive and meaningful way. Must demonstrate the ability to quickly understand and provide solutions to problems.

Physical Demands Good physical and mental health, sound judgment and high moral standards and a sincere desire to work with individuals from varied backgrounds.

Rating

Duties and Responsibilities

1 - 5

1. Identify and document end user requirements and expectations of information technology systems to meet business needs as assigned by management.
2. Design and document these systems keeping end users and management involved in the process.
3. Program systems as directed by management. The individual will include internal documentation in any programming they do. End users will be shown work in process for their comments and signoffs.
4. Manage projects as assigned by management.

5. Be prepared to present systems design and code at internal systems and code review sessions.
6. Assist in testing and code reviews of systems currently being worked on within the department.
7. Write technical documentation for systems being worked on.
8. Write or assist to write user documentation for systems.
9. Train or assist to train system end users.
10. Provide end user support as necessary and as directed by management.
11. Stay current with the developments within the information technology field. This will include both formal training on or off site and reading current technical articles and books. Obtaining appropriate professional certifications such as MCSE, MCSD, or MCAD will be expected and rewarded.
12. Assist as directed with system administration duties including departmental off hours support.
13. Attend departmental and/or group meetings as directed.
14. Perform any other tasks assigned by management.
15. Maintain a positive teamwork atmosphere by acting, communicating and helping co-workers.

Working Conditions

Physical Environment

Well lit, well ventilated rooms and halls.

Manual Dexterity:

Walks, sits, stands intermittently during workday. Lifting, turning, and transferring equipment required.

Audible / Visual Demands:

Good auditory and visual abilities as oversight of program and maintenance of safe environment are critical. Must be able to tolerate frequent interruptions.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not a comprehensive listing of all responsibilities and duties, which may be assigned by the manager of this position.

- * MCSE – Microsoft Certified System Engineer
- MCSD – Microsoft Certified Solution Developer
- MCAD – Microsoft Certified Application Developer

Overall performance / competency rating:

- 1 = Deficient Performer
- 2 = Less than effective Performer
- 3 = Competent Performer
- 4 = Above Competent Performer
- 5 = Excellent Performer

Employee Comments:

This Job Description / Performance Appraisal have been reviewed with me. I have made my comments and I () Agree () Disagree with the appraisal.

Employee Signature

Date

Manager / Supervisor Signature

Date

Department Director / Divisional Vice President

Date

Director of Human Resources

Date