

## SENIOR COMPUTER PROGRAMMER

Code No.: 3-01-028  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible technical position involving the planning, organizing and analyzing of a variety of financial and statistical data for adaptation and processing. Employees in this class are responsible for carrying out the work in accordance with established procedures involved in the study of problems, systems analysis, flow of information and adaptation, and acceptable output of information from the computer. Work is performed under general supervision of a senior-level staff member, with leeway allowed to exercise independent judgment in planning programs for adaptation. General supervision may be exercised over Computer Programmers and other subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the maintenance and revision of existing programs, and the generation of new programs;

Analyzes department procedures and problems to ascertain established goals;

Analyzes and designs new application systems to satisfy user requirements;

Develops and maintains effective and accurate computer programs;

Assists in development of training procedures and user manuals for implementation of new application systems;

Tests all development, revisions and maintenance of application programs;

Assists in evaluating new software for possible installation on the system;

Guides in the installation of new or modified systems;

May act as project leader, coordinating assignments and monitoring project status to its completion;

May plan, assign, supervise and evaluate the work of Computer Programmers and other subordinate personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the logical working of a computer and its operating capacities; thorough knowledge of coding language used in department; good knowledge of the use of program compilers and all equipment necessary in processing various jobs; good knowledge of the methods of logical deductions; good knowledge of flow charts and codes required to process data; good knowledge of high level programming languages; good knowledge of documentation techniques and requirements; ability to develop and maintain

effective and accurate computer programs; ability to assist in the design of automated portions of system; ability to analyze and meet program specifications; ability to establish and maintain professional relationships; good oral and written communication skills; accuracy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in computer data processing activities, three (3) years of which shall have been in computer programming; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus three (3) years of paid full-time or its part-time equivalent experience in computer data processing activities, two (2) years of which shall have been in computer programming; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field, plus two (2) years of paid full-time or its part-time equivalent experience in computer programming; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years of paid full-time or its part-time equivalent experience in computer programming; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**REVISED:** June 29, 1978