SYSTEMS PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical support position involving detailed knowledge of the internal operation of the computer. Duties include the modification and maintenance of data structures, utilization standards, and access methods as required by changes in objectives, equipment, software, utilization and performance requirements. The employee reports directly to, and works under the general supervision of a higher level technical support staff member. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Works with operations and programming in order to completely understand each function thoroughly;

Installs and tests new releases of software products, summarizes its new functions and differences, and demos the product when necessary;

Participates in project organization and scheduling;

Works with systems programming staff to maintain and modify all current software on mainframe, on Local Area Networks (LAN), and microcode on the communications network;

Keeps current on state-of-the-art hardware and software;

Provides technical assistance and/or training to departments and users;

Learns system performance measurement techniques and develops collection data for capacity planning;

Maintains technical library of manuals, publications, newsletters and internal standards and circulates information to appropriate people;

Presents solutions to problems in an emergency situation, at any hour, in a timely fashion.

WHEN ASSIGNED TO THE ROCHESTER CITY SCHOOL DISTRICT:
Assembles, tests, and installs both mainframe and micro computer hardware and software as required;

Learns and uses diagnostic techniques necessary for maintaining all computer and network systems;

Acts as backup support to the network operator;

Assists in training users in operation and maintenance of micro-computer and network hardware and software;

Assists with training data processing operations and programming personnel in operation and maintenance of mainframe hardware and software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of new and modified software in terms of installation requirements; good knowledge of programming techniques; good knowledge of assembly language programming; good knowledge of agency operating system; good knowledge of state-of-the-art hardware and software; good knowledge of integration-testing of new products with existing applications and user procedures; ability to think logically; ability to gauge the size of assigned jobs in terms of the computer methodology; ability to do detailed and accurate work; ability to perform installation-specific customization tasks; ability to run installation jobs and scripts; ability to conduct system-wide performance tuning to meet required levels of service; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A)   Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or other computer science field, plus two (2) years of paid full-time or its part-time equivalent computer programming experience; OR,

(B)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time equivalent experience as described in (A) above; OR,

(C)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or other computer science field; OR,

(D)   An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: April 15, 1982
REVISED: September 3, 1982
REVISED: September 20, 1989
REVISED: February 7, 2013