

## **DATA MANAGEMENT PROGRAMMER**

Code No: 4-20-032

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is a customer service oriented computer programming position responsible for gathering, analyzing, and programming pertaining to the development and/or modification of customer computer database application systems. Data gathering involves investigative research conducted at user departments. The employee reports directly to, and works under the general supervision of an information technology administrator or other higher-level staff member. Does related work as required.

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

Evaluates processes and systems procedures, and analyzes data with regard to new or existing computer database applications;

Confers with users to ascertain specific user requirements;

Consults with user departments in all phases of system development and implementation;

Designs, builds and maintains custom databases and applications that retrieve, compile, and store data;

Creates reports, labels, charts, graphs, schedules and data extracts on demand;

Creates documentation (instructions) for all custom database applications;

Troubleshoots, problem-solves, and tests/validates solutions prior to implementation of system;

Catalogs, documents, and implements changes as new versions of software are installed/updated;

Instructs users in groups and individually regarding utilization of database software programs while providing related manuals and materials;

Diagnoses and assists users with software problems;

Documents, tracks and communicates software changes to users as new versions of software are installed and updated.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of computer systems and programming of software, including database development and related software; good knowledge of systems analysis, design, and development; good knowledge of programming, testing, and implementation; good knowledge of users' needs and capabilities; good knowledge of data mining; working knowledge of front end and query tools; ability to communicate effectively both orally and in writing; ability to create documentation for custom applications; ability to design, create, modify, and maintain custom databases and applications for business processes; ability to gather pertinent information; ability to analyze data for the purposes of program design; ability to prepare specifications for system improvements insuring completeness and conformance to standards; ability to create reports; ability to devise and outline clear procedures for new systems; ability to discern and devise program improvements to existing systems; ability to train users both one-on-one and in a group setting; ability to establish and maintain effective professional relationships with others; good judgement; 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 a Bachelor's degree in a computer science, information technology, management information system or other computer field, plus four (4) years paid full-time or its part-time equivalent experience (paid cooperative education [co-op] experience is acceptable) in computer programming for database analysis, development and support; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus six (6) years paid full-time or its part-time equivalent experience (paid cooperative education [co-op] experience is acceptable) as defined in (A) above; OR,
- (C) Eight (8) years paid full-time or its part-time equivalent experience (paid cooperative education [co-op] experience is acceptable) as defined in (A) above; 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.

**ADOPTED:** June 9, 2005

**REVISED:** November 10, 2011