GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

PROGRAMMER

DEFINITION

Following software engineering methodology codes, tests, and documents moderately complex computer programs.

Assists in developing and implementing systems that meet the District's need to present and share information via electronic media including but not limited to mainframe computers, client-server environments, Internet, Intranet and other evolving information-sharing technologies.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Assistant Director of Administrative and Instructional Information Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Codes or makes modifications to simple to moderately complex programs.

Develops test data for individual programs and reviews the results of testing for accuracy and completeness.

Tests coded programs and makes revisions to eliminate errors and/or enhance performance.

Writes documentation for programs.

Assists in the operation of AIS operated programs.

May operate computer and peripheral equipment.

Assists in systems analysis, design, development, testing and implementation.

Creates and maintains job control/command language files.

Assists in collecting information about existing systems to learn the principles and practices of systems analysis and design.

Assists in analyzing and manipulating data from various data structures.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Customer service protocol.

One high level programming language relevant to Glendale Community College.

QUALIFICATIONS (continued)

Graphical User Interface (GUI) design, language and principles.

Client server architecture.

Operating systems.

Ability to:

Apply customer service protocol and maintain a customer service-oriented priority.

Establish and maintain cooperative and effective working relationships with members of the college community and outside contacts.

Communicate clearly and concisely, both orally and in writing.

Effectively communicate with faculty, staff and students in a multi-cultural environment.

Code computer programs.

Solve abstract reasoning problems.

Perform detailed work rapidly and accurately.

Gather and analyze data and draw logical conclusions.

Apply sustained concentration to detailed programs.

Extend programming and analysis skills.

Demonstrate a high degree of aptitude for programming.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

One year of experience in computer programming or systems design.

College professional-level courses in Computer Science, Information Systems or related field from an accredited college or university.

Certificate or Associate's degree from an accredited college or university and/or work experience in Computer Science or Information Systems.

Special Requirements:

Stay current in changing technology by reading professional periodicals and related texts, and by attending seminars and classes.