GLENDALE COMMUNITY COLLEGE DISTRICT **CLASS DESCRIPTION**

ASSISTANT PROGRAMMER

DEFINITION

Receives training in software engineering methodology and gradually is given responsibility for the independent completion of simple problems and phases of more complex problems.

SUPERVISION

Supervision is received from 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

Assists by coding segments or modules of programs.

Assists in developing test data and helps review the results of testing for accuracy and completeness.

Assists in testing coded programs and in making revisions to eliminate errors and/or enhance performance.

Assists in writing documentation for programs.

May operate computer and peripheral equipment.

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

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic computer systems.

Customer service protocol.

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 with outside contacts.

Communicate clearly and concisely, both orally and in writing.

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

Work effectively with immediate supervision.

Learn software engineering methodology.

QUALIFICATIONS (continued)

Learn the procedures of computer operations.

Learn quality assurance methodology and validation of data.

Solve abstract reasoning problems.

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

EMPLOYMENT STANDARDS

Minimum Qualifications:

College-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.