

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SYSTEMS PROGRAMMER (PENDING)

BASIC FUNCTION:

Under the direction of the Software Services Supervisor, maintain performance and reliability of computer systems; install and implement new hardware and software as assigned.

REPRESENTATIVE DUTIES:

Perform necessary software maintenance, install new or updated software. *E*

Perform general operating system maintenance. *E*

Receive and respond to needs or problems related to computer systems and equipment; provide technical assistance to users and modify existing software to fit user needs. *E*

Write new programs or procedures to implement new applications. *E*

Analyze new software packages and hardware. *E*

Maintain records and layouts regarding Prime computer users, installed software, student directories, partitions, system directories and other related matter. *E*

Provide technical assistance to members and personnel of data processing regarding technical problems, training and communication needs; support users of personal computers and PC software. *E*

Maintain telecommunication links through Internet; create linkage between software application packages. *E*

Add new users accounts to Prime computers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Maintenance and usage of computer systems.

COBOL, BASIC, C or other standardized computer language.

Job control language concepts.

Principles and concepts involved in computer programming and maintenance.

Structured programming practices and techniques.

Programming and computer operation documentation.

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Interpersonal skills using tact, patience and courtesy.
Oral and written communications skills.
Technical aspects of field of specialty.

ABILITY TO:

Programming using standardized computer programming language.
Install and operate CRT terminals for interactive programming.
Analyze situations accurately and adopt an effective course of action.
Analyze applications, write and test programs and document completed systems.
Maintain records and files.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in computer science and two years experience in programming.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Excessive noise from equipment operations.

PHYSICAL ABILITIES:

Sitting and operating a computer terminal for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
Lifting heavy objects.
Bending at the waist.
Hearing and speaking to exchange information.
Seeing to view computer monitors.

HAZARDS:

Extended viewing of computer monitor.