

# **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: SENIOR PROGRAMMER/SOFTWARE DEVELOPER**

**FLSA STATUS: NONEXEMPT**

## **BASIC FUNCTION:**

Under the direction of an area administrator, analyze, design, write and validate computer systems, subsystems, and programs; review, maintain, test, and modify existing systems and programs as necessary to meet specifications; develop specifications, code, procedures, testing methods, scripts, and other associated programs for the District's administrative information system; maintain proficiency in software development tools for current administrative information system.

## **REPRESENTATIVE DUTIES:**

Prepare technical specifications (flowcharts, narratives, testing criteria, user acceptance documentation, and report examples) based on function descriptions and/or specifications. **E**

Analyze, design, code, compile and implement structured computer programs using on-line programming languages, case tools, and other appropriate software programs and systems for administrative information system. **E**

Prepare programs, scripts, and procedures that will produce files used for State and Federally mandated deliverables. **E**

Evaluate, install, support, and manage third party software used in conjunction with the District's administrative information system. **E**

Initialization and/or closeout of term files, databases, and tables used by end-users in their assigned areas. **E**

Develop, in conjunction with the Senior Systems Analyst, training materials for end-users for developed or modified programs and/or systems. **E**

Assist the Database Administrator with the allocation of databases for the testing, conversion, and live operation of the administrative information system. **E**

Review and modify legacy programs and systems to improve efficiency, to correct logic, or to correct procedural problems; estimate time and resource needs and clarify objectives to be accomplished. **E**

Consult with users to determine systems and program requirements and objectives and to identify problems in existing programs and systems; assist in determining feasibility of programming projects and long-term software goals. **E**

## **Senior Programmer/Software Developer – Continued**

Participate in the planning, organization and schedule of projects and work assignments. **E**

Provide information necessary to produce systems and program documentation and procedures. **E**

Troubleshoot problems with mainframe software and assist in resolution. **E**

Maintain security of application systems and confidentiality of data. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

A structured programming language such as COBOL in an online, database environment.  
Rapid application development tools (e.g., Microsoft Access).  
The use of case tools.  
Structured query language.  
Technical and functional specifications and their application in structured programming.  
Application design and analysis.  
Principles and techniques of systems planning and programming.  
Concepts and specifics of database management information systems and technology.  
Principles and techniques of structured programming.  
Training materials and the process to prepare them.  
Design data flow and means of data collection.  
Operation, capabilities, and limitations of computer equipment.  
Good interpersonal skills using tact, patience, and courtesy.

#### **ABILITY TO:**

Demonstrate proficiency using standardized programming languages.  
Analyze user needs, develop technical specifications, write and debug effective and efficient systems and programs.  
Reason logically.  
Understand simultaneous occurrence of multiple processes.  
Analyze alternatives and develop effective programming solutions.  
Code and debug complex software systems.  
Effectively train peers and end users on new programs and procedures.  
Operate computers and peripheral equipment including terminals, mass storage back-up, printers, and telephone registration systems.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written directions.  
Prepare clear, complete and concise reports and records.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability, and ethnic backgrounds of community college students and staff.

## **Senior Programmer/Software Developer – Continued**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in computer information systems (CIS), computer science, management information systems, or related field and four (4) years programming experience using a structured programming language such as COBOL.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to walk, stand, sit for extended periods of time; climb stairs; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift, up to 40 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.