# PROGRAMMER
## Tompkins County

**Classification:** Competitive
**Labor Grade:** 9
**Approved:**     0

## MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree with a minimum of 30 credit hours in computer science/electronic data processing, including 6 credit hours in COBOL; **OR**

(b) Four years of full-time paid (or the equivalent part-time)experience in computer programming in COBOL; **OR**

(c) An equivalent combination of training and experience as defined by (a) and (b) above.

**NOTE**: Experience with microcomputers or personal computers is not considered qualifying.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## DISTINGUISHING FEATURES OF THE CLASS:

This is technical programming work involving responsibility for preparing instruction coded into a form acceptable to the computer. Work is concerned with the study of various problems, various kinds of information sources, flow of information, adaptation of information for computer use and the information output. Work is performed under the direct supervision of the Director of Computer Services or designee. Does related work as required.

## TYPICAL WORK ACTIVITIES:

- Designs detailed programs, flow charts and/or diagrams which indicate logic flow and mathematical relations;
- Modified programs by revising instructions or altering the sequence of operations;
- Debugs new and modified programs to assure completion according to predetermined requirements;
- Prepares input and output layouts, programs documentation and operator run manual procedures;
- Conducts analysis and design of new or revised computer applications;
- Prepares daily activities report for cost allocation.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of programming techniques and concepts;
- Good knowledge of computers and peripheral equipment;
- Good knowledge of IBM COBOL and IBM Command Level CICS;
- Good knowledge of COBOL languages on personal computers and other platforms;
- Good knowledge of binary and hexodecimal number systems;
- Working knowledge of modern office methods and techniques;
- Ability to develop logic diagrams and program flow charts;
- Ability to follow complex oral and written instructions;
- Ability to work harmoniously with co-workers and all levels of management;
- Accuracy, good judgment, initiative; and
- Physical condition commensurate with the demands of the position.