

**JOB TITLE:           PROGRAMMER/ANALYST**

**JOB DESCRIPTION:**

This employee is responsible for preparing detailed documentation of procedures and programs with recommendations identifying specific computer application areas.

Duties of this position include but are not limited to:

1.   Assisting in all computer operation functions.
2.   Writing, testing, and debugging complex programs.
3.   Preparing program flow diagrams.
4.   Assisting in designing forms and specifications.
5.   Preparing machine operation instructions.
6.   Coding and documenting computer programs.
7.   Correcting, revising, and improving functional programs to make operating refinements, reduce operating time, and improve present techniques and procedures.
8.   Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1.   Functional literacy
2.   Successful completion of training program in data processing.
3.   Data processing experience including computer programming and systems experience.

**DESIRED QUALIFICATIONS:**

Mainframe, mini-, micro-programming experience.