

JOB DESCRIPTION

Position Title: Junior Programmer		Date: April 5, 2005
Position Level: 12-14 12 months/258 days	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

The Junior Programmer's role is to assist the programmer/analyst in writing, coding and testing of software programs and applications. This includes researching, designing, documenting, and modifying software specifications throughout the production life cycle. The Junior Programmer will also assist in analyzing and amending software errors in a timely and accurate fashion, and provide status reports where required.

KEY RESPONSIBILITIES

- To assist developers, analysts, and designers in conceptualizing and development of new software programs and applications.
- To assist in the preparation and documentation of program requirements and specifications.
- To assist in the research and document requirements of program users.
- To assist in writing, translating, and coding software programs and applications according to specifications.
- To assist in running and monitoring software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- To assist in the development and maintenance of user manuals and guidelines.
- To assist in resolving problems with software products or company software systems
- To receive guidance and direction from the programmer/analyst.
- To perform other work-related duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Junior Programmer	Job Code:	Position Level: 12-14
--	------------------	------------------------------

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	H.S. diploma or equivalent.
<i>Work Experience:</i>	Familiarity with basic office software tools, one or more programming languages as appropriate for the specific requirements in the department, classes related to the programming field. Good written and oral communication and interpersonal skills, highly logical, technically proficient. Highly self motivated and directed and keen attention to detail.
<i>Impact of Actions:</i>	Makes recommendations or decisions, which usually affect the entire department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Varied: Supervision is present on an "as needed" basis to establish general objectives to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<i>Communications:</i>	Requires regular contact within the department and with other departments, outside agencies, or the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Has responsibility or authority, which is limited to the direction of temporary workers.
<i>Planning:</i>	Four Months to One Year: Plan events that are expected to occur from four months to one year, and have some effect on department's annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

- 12- Entry Level requirements and enrollment/action form
- 13- One (1) year in the position and 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation
- 14- Two (2) years in the position, an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation