Computer Programmer I

Job Code 00007181

**General Description**
Responsible for writing, testing, implementing, and maintaining application software and related products.

**Example of Duties**
- Produce effective software and ad hoc reports.
- Provide resolutions to software/hardware failures and user errors.
- Record individual time utilization.
- Develop and execute archival processes and purge procedures.
- Answer user questions.
- Support and maintain individual workstation.
- Complete administrative overhead functions.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** university software development environment; of organizations and functions of the university; of software design and development; of keyboard operations; of SDLC process; of ISS workstation environment; of system analysis and design tools; of system and network software; of intermediate math and algebra.

**Skill in:** working as a team member; in establishing rapport with a variety of clients.

**Ability to:** understand complex written job instructions; to read and interpret technical manuals and logs; to prepare clear, concise and grammatically correct letters, program documentation, specifications, and proposals; to communicate effectively; to identify and correlate problems.

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**