

Computer Programmer II

Job Code 00001118

General Description

Responsible for writing, testing, implementing, maintaining and documenting application software and related products in a multi-user, time-sharing environment.

Examples of Duties

Train and assist users in the initial implementation and usage of software.
Assist in the design and specification of information systems and their components.
Monitor the performance of interactive and production systems.
Develop, implement, and maintain software using analysis, design, coding, testing and documentation techniques.
Diagnose problems, such as software or hardware failures, and implement corrective measures.
Develop and execute archival processes and purge procedures.
Evaluate hardware and software, including upgrades to existing systems; development tools, third-party package software, and internally-written software.
Record individual time utilization.
Answer user questions; provide user training and implementation services.
Guide activities of new staff and student programmers.
Support and maintain individual and departmental workstation environment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: department's software development, application software, hardware, and workstation environment; university's administrative database, organizations, functions and administrative duties performed; Systems Development Life Cycle (SDLC) process; system analysis and design tools; system and network software; software design and development; software specific to a user department or division.

Ability to: understand moderately complex written job instructions, technical manuals, and policy and procedures manuals; review and analyze logs; prepare clear, concise, and grammatically correct correspondence, program documentation, specifications, and proposals; effectively exchange ideas and procedures; perform intermediate math, including logic and Boolean algebra; work as team member with co-workers and users; establish rapport with a variety of clients and co-workers; design and develop software; manage changing priorities, critical deadlines, and interruptions.

Experience and Education

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