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**