TITLE: **COMPUTER PROGRAMMER/ANALYST**

QUALIFICATIONS: 1.   BA or BS degree in math, business administration, computer science or related field desirable (acceptable professional programming experience may be substituted)
2.   Professional programming experience using Cobol programming language involving work in systems study and design
3.   Professional programming experience using DBASE III Plus
4.   Knowledge of modern office procedures and organization and management principles
5.   Knowledge of principles and techniques of studying work processes for new or revised electronic data processing applications and designing methods of processing data
6.   Knowledge of principles and techniques of programming for electronic data processing
7.   Knowledge of statistical methods and procedures
8.   Ability to conduct variety of systems studies
9.   Ability to analyze data and draw sound conclusions
10.   Ability to develop and maintain cooperative working relationships with users of computer applications

REPORTS TO: Administrator as assigned

JOB GOAL: Under direction of Director IV - Data Systems, to ensure smooth and effective implementation of services provided by Department of Data Processing Services

PERFORMANCE RESPONSIBILITIES:

1.   Under general supervision of the Director IV - Data Systems, Collects, analyzes and evaluates information required to develop and/or modify new and/or previously developed data processing programs to assure optimum means of meeting user needs
2.   Interviews department officials and researches existing procedures and requirements in sufficient detail to yield necessary information in order to analyze, develop and implement complex data processing programs
3.   Analyzes, writes, tests and implements computer programs according to specifications and standards
4.   Trains and instructs support staff in new program developments and procedures and assists support staff as needed
5.   Assists in operational procedures and programming documentation efforts in department
6.   Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 48

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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