Salt Lake County Job Description

# Application Programmer

**DEPARTMENT:** Organization-wide

**JOB CODE:** 667 **GRADE:** 016

**SALARY PLAN:** TRD

**SAFETY SENSITIVE:** No

**DIVISION:** 0000

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 08/06/2015

## JOB SUMMARY

Develops specifications for file structure and program requirements. Writes and delivers fully functional programs utilizing a variety of programming languages and tools. Works as part of a team in order to satisfy customer needs.

## MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university  in Computer Science, Information Technology, Data Management, or other closely related field, plus two (2) years of related experience; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

## ESSENTIAL FUNCTIONS

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Organizes obtained information to prepare specification documents required to complete a programming task. Prepares specifications for input, computation, data manipulation, and output using data from various sources. Prepares file allocation and other system definition request forms as necessary.

- Writes and/or modifies computer programs based on prepared specifications and according to IS published standards. Writes and compiles source code and resolves logical or syntax errors utilizing a variety of languages. Reviews source code written by others and makes modifications as necessary.

- Performs the necessary research to resolve technical questions that arise from coding and testing programs. Conducts walk-through sessions. Utilizes manuals, training materials, online help, Internet services, and coworkers to maintain current knowledge and problem solutions. Tests programs to ensure they function according to the program specifications. Assists analysts in system testing as required. Participates in walk-through sessions with team members, as necessary, to evaluate program effectiveness and conformance to division standards.

- Assists in the documentation of programs. Prepares program documentation of data requirements according to published division standards. Writes necessary Job Control Language instructions for batch processed programs. Writes operating instructions for users. Writes batch instructions for Control.

- Assists in the implementation of programs into production. Prepares and submits forms to move programs to production, and ensures that the move was successful using established change control procedures. Trains customers and IS staff in the operation of programs written.

## KNOWLEDGE, SKILLS AND ABILITIES (KSA)

**Knowledge of:**

- Computer software, hardware, internet, systems, servers, program languages, and networks related to job specific duties
- Database design principles
- Graphical User Interface concept and design
- Computer operating system fundamentals
- System implementation

**Skills and Abilities to:**

- Provide quality customer service and effective public relations
- Write structured code that conforms to organization standards
- Debug job specific complex problems
- Independently research technical issues
- Communicate effectively both verbally and in writing
- Follow verbal and written procedures and instructions
- Think logically and systematically, effectively apply general principles to specific conditions, and solve complex problems
- Effectively apply general principles to specific conditions

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

## IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 08/06/2015 AB