

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:**                   **Data Processing Programmer**

**Qualifications:**

**Credentials:**           **None**

**Education:**           **High school, GED and specialized vocational training in Computer Programming**

**Training or Experience Required:** 3 years experience in computer programming. One year of experience can be substituted for vocational training. Must know COBOL language. Must have knowledge of mainframe computers, printers, slave printers and related equipment. Must be able to interpret needs of users into new screens/programs and applications to simplify procedures.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic to complex schematics, charts, diagrams, maps or instruction material.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Must be familiar with various word processing and database/spreadsheet software programs. Must be familiar with OCAS and systems mainframe systems.

**Site:**           **Various**

**Reports To:**   **Director of Data Processing**

## **Data Processing Programmer**

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**Job Goal (Purpose of Position):** Performs skilled/full journey level duties under limited supervision to design, program, and implement software applications and data files and to assist other less experienced programmers when they encounter problems. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

**Contact with Others:** An incumbent in this position has regular public contact with system users, with the public and with staff to determine and meet user needs. Good interpersonal interaction or communication is required.

### **Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.

It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members within the educational system.

### **Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Develops accurate and efficient computer programs.
2. Maintains current knowledge of standard language, coding methods, and operations requirements.
3. Assists supporting users with software/data problems.
4. Troubleshoots existing problems such as AP warrants, IRS warrants, Payroll, etc.
5. Tests programs thoroughly.
6. Defines requirements for improving or replacing systems.
7. Guides systems development and implementation activities.
8. Assists in the design of automated portions of systems.
9. Analyzes program specifications for completeness and conformance to standards.

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10. Designs program logic to meet specifications to adhere to prescribed standards.
11. Codes programs in authorized language.
12. Documents programs according to installation standards.
13. Documents current systems operations.
14. Performs other duties as directed by the Director of Data Processing.

**Supervision exercised:** An incumbent does not directly supervise. May oversee work of other staff members.

**Physical/Mental Requirements and Working Conditions:**

Other than those required of the essential functions: Must be able to occasionally lift boxes of computer paper to load printers.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Salary Set by Board

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract

Approved 08-09-93