

SENIOR COMPUTER PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for planning and supervising the analysis, organization and preparation of detailed programmed instructions involving a variety of data through the use of data processing hardware and software. The work is carried out in accordance with established procedures with leeway for determining the order in which tasks will be performed and the exercise of professional judgment. The position is distinguished from Computer Programmer by the complexity of assignments and the supervisory responsibility. Work is performed under general direction of the Supervisor of Systems and Programming with leeway allowed in planning programs for adaptation to the equipment. Supervision is exercised over the work of subordinate Computer Programmers and Computer Programmer Trainees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and designs detailed programs, documentation forms, flow charts and diagrams to adapt business or statistical type operations to electronic data processing;

Designs logic sequences for individual programs or program sequences;

Analyzes the flow of information between the data center and the various units participating in the data processing system and designs programs accordingly;

Oversees the preparation of sample test data, performs actual testing and makes modifications, revisions and corrections to programs;

Supervises and performs debugging of new programs to assure completion according to predetermined requirements;

Selects program languages, standard sub-routines and other programming aids;

Confers with superiors and officials to ascertain the nature of projects, the form of source information and form of results required;

Oversees and performs detailed program documentation including flow charts, coding sheets, operator instructions and related testing materials;

May provide orientation and training sessions regarding the preparation and application of data for computer and related peripheral equipment use;

May be required to attend formal classroom instruction related to the position;

Analyzes problems in terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final out-put;

Prepares reports on results of surveys and systems analyses and suggests application to data processing equipment;

Operates computer and related peripheral equipment as required;

Organizes and prepares program documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of electronic computer programming principles, techniques and concepts;
Good knowledge of the application of major types of electronic data processing equipment to administrative, financial and statistical problems;
Good knowledge of office terminology and procedures;
Good knowledge of electronic computer and related peripheral data processing equipment operation;
Working knowledge of systems analysis applicable to computer programming;
Ability to translate and adapt administrative statistical and financial data to programs for use in a data processing operation;
Ability to plan and supervise the work of others;
Ability to follow complex oral and written instructions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by 24 credit hours in computer science and/or programming and one year of computer programming experience; OR
- B) Completion of at least 60 credit hours at a regionally accredited or New York State registered college or university which must include 12 credit hours in computer science and/or programming and two years of computer programming experience; OR
- C) An equivalent combination of education and experience as defined by the limits of A) and B) above.

NOTE: Experience with micro computers or personal computers is not considered qualifying.