

Champaign County Job Description

Job Title: Mainframe Programmer
Department: Information Technology
Reports to: Director of Information Technology
FLSA Status: Exempt
Grade Range: J*
Approved Date: August, 2011

SUMMARY Responsible for the planning, design, and implementing of new systems or changes to existing data processing systems to support the management control and decision-making activities of the County. This position reports to the Director of Information Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ensures the integrity of the County's financial and collection systems are in line and consistent with policies and procedures and federal laws and regulations.

Works as part of the Application Support team to identify computerization needs and determines how the desired results can be achieved.

Reviews application technology incidents to ensure optimized service level is achieved.

Analyzes existing systems and programs and develops or recommends new systems or modifications to existing systems.

Consults with clients to gather information about program needs, objectives, functions, features, and input and output requirements.

Analyzes, defines, and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.

Tests and debugs computer programs.

Trains personnel in user departments in any specific procedures necessary to enter data into systems for computer processing.

Writes and maintains documentation to describe program development, logic, coding, testing, changes, and corrections.

Modifies existing programs to conform to system changes or to make improvements in the existing program.

Advises and works with user departments to resolve specific problems or make changes in programs, computer applications, capabilities, alternative programming approaches, limitations, etc.

Assists in design of special forms as needed.

Uses programming languages to code computer instructions from the systems documentation. Utilizes any special programming techniques necessary to achieve the most effective program.

Monitors performance of programs after implementation.

Cross-trains as back-up for AS/400 and NT/LAN operations and maintenance. Cross-trains for personal computer operations and maintenance.

Liaison between IT and other departments to resolve user issues, solicit ideas and put ideas into practice.

SUPERVISORY RESPONSIBILITIES This job has no direct supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE Associates Degree (A.A.) from a two-year college or technical school and 3-5 years of related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS to perform this job successfully, an individual should have knowledge of Accounting software; Design software; Development software; Project Management software; Spreadsheet software and Word Processing.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While

performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is moderate.