

Champaign County Job Description

Job Title: PC Applications Programmer

Department: Information Technology

Reports to: Business Applications Manager

FLSA Status: Exempt

Grade Range: J*

Approved Date: August, 2009

SUMMARY Responsible for the planning, design, and implementing of new systems or changes in existing data processing systems to support the management control and decision-making activities of the County. The position reports to the Business Applications Manager.

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

Works with project teams by providing solutions to ensure project activity is in accordance with project plan and standards.

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

Coordinates, participates in, and manages the development and delivery of written specifications to capture business process requirements.

Works with teams in the selection of new computer software and hardware; performs comparative analysis between competing software packages; recommends software and hardware acquisition.

Provides in-depth analysis for enhancements to new and existing systems; defines programming requirements, develops and revises standards for programming, documentation and quality control.

Develops and maintains the design of computer systems including screen design, reports and programs; participates in database design; writes and tests new computer applications.

Provides leadership and guidance on process, methodology, and direct content review that will support the project team.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.

Conducts training of users and programming teams.

Develops and maintains the County's relational database systems; recommends database backup and recovery plans; manages the database structure; performs configuration control.

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 Bachelor's Degree (B.A.) from a four-year college or university and 7 years 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, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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, and individual should have knowledge of Database software; Design software; Project Management software; Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES AND 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.