Union Public Schools Job Description

Position Title: **Computer Programmer**
Department: Information Technology
Reports To: Executive Director of Information Technology

FLSA Designation: Exempt

SUMMARY: Responsible for development and support of computer applications including reports, job processing cycles and distribution of system over District network.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*
- Develop and maintain reports as needed from District database.
- Implement systems applications and enhancements.
- Establish processing cycles and controls, and monitor regularly.
- Develops programs to update and maintain payroll database.
- Responsible for production processing of finance/inventory daily as well as budget build, fiscal year end, fiscal year setup.
- Responsible for production processing of human resources, payroll, including scheduled payrolls, fiscal year end, fiscal year set up, calendar year end and professional register.
- Ability to work professionally with diverse personality types.
- Ability to keep ones professional composure during difficult situations.
- Ability to facilitate committee meetings with members of various departments.
- Travels to sites within District as needed.
- Has a customer service attitude.
- Developer and manager of hardware and software projects.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees, Systems Analysts

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE: High School Degree or equivalent and previous experience or training with micro computers and mainframe computers.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend technical instructions, short correspondence and memos. Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to present information in one-on-one

and group situations to staff members. Ability to fill out simple forms Ability to speak effectively before staff members. Ability to write simple correspondence.

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 apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Computer Mainframe experience. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hand and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.