DEPARTMENT: **ALL APPLICABLE**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **JUNE 3, 2003**

APPLICATIONS PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for writing, modifying, maintaining and supporting computer software programs that adapt school business and/or fiscal operations to electronic data processing within a school district. The incumbent is responsible for maintaining database security and user access levels, evaluating information requirements and establishing computer project objectives, creating and maintaining user guides and manuals, training users, and collaborating with management to accomplish tasks. The work is performed under the general direction of the Assistant Superintendent for Instruction. Does related work as required.

TYPICAL WORK ACTIVITIES:
1. Maintains and protects district-wide databases, specifically WinSchool, STEP, AIMS, and Special Education, in conjunction with the District Computer Coordinator through the continuous revision of data dictionary, developing information requirements, designing improvements to current databases, and specifying user access levels;
2. Collaborates directly with the Assistant Superintendent for Instruction on curriculum development projects as requested, including production of curriculum documents, test scoring, follow-up meetings, and Board of Education presentations;
3. Writes and/or compiles user guides for all district-wide databases;
4. Establishes computer project objectives by analyzing project proposals and collaborating with management;
5. Establishes project plans by determining time frames and incorporating objectives;
6. Accomplishes project objectives by coordinating project resources and timetables with users, prepares users by documenting procedures and conducting training and oversees projects to completion;
7. Prepares reports as requested by management;
8. Maintains user references by writing and re-writing database descriptions;
9. Maintains district confidence and protects operations by keeping information confidential;
10. Attends educational workshops and computer training classes;
11. Contributes to team efforts by accomplishing related results as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of computer terminology, procedures, equipment and database software programs; good knowledge of the application of major types of electronic data processing equipment and database software programs to school and/or business and financial functions; working knowledge of personal computer programming principles, techniques and concepts; working knowledge of personal computer networks and database software; working knowledge of computer systems analysis applicable to computer programming; working knowledge of design of database software systems; ability to plan and think logically; ability to translate and adapt administrative, business and financial data to software for use in data processing operations; ability to install and use personal computer software; ability to communicate effectively both verbally and in writing; ability to understand and follow verbal and written directions; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

      1.   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science or related field;

OR: 2.   Two (2) years of satisfactory experience using database creation software and maintaining databases.