

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Information Technology Office
Classified, GRADE 12
40 Hour Week

PROGRAMMER I

GENERAL STATEMENT OF DUTIES: Writes and develops complex computer code and provides support for advanced computer applications and user training; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for entry-level professional, work applying a broad knowledge of computer platform engineering/automation concepts, practices and procedures with primary emphasis on writing computer code and testing computer applications to provide solutions to meet the County's requirements. The position is responsible for providing support of 3rd party software, preparing reports, user training, and application support. The position works under general supervision independently developing work methods and sequences.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideas by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Write programming code in RPG, SQL, Interactive SQL, Query Management, and CL;
Utilize Data Definition Specifications (DDS), DB/2 400, debugging tools and related utilities;
Analyze user requests or problems, identify and implement solutions;
Resolve production problems to provide continuous operations;
Provide batch and interactive implemented systems solutions;
Monitor performance of programs after implementation;
Provide input and status reports to help prioritize programming tasks and projects;
Assist with computer application training for County employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good working knowledge in

computer programming activities on the iSeries in RPG, CL, SQL and Query Management; working knowledge or exposure to Client Access, Stored Procedures, RPG Embedded SQL and Communication Protocols such as TCP/IP and File Transfer Protocol(FTP); experience in analyzing business requests and creating effective technology solutions; ability to balance multiple projects with routine maintenance responsibilities; ability to work under deadlines and heavy workloads; ability to operate with general supervision and communicate effectively; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Associate's degree from an accredited college or equivalent of 1-2 years work experience in information technology field, with at least one year experience in related iSeries programming experience; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Requires work schedule flexibility with after-hours support and on-call availability.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15