

**DEPARTMENT:** NCCC & CENTRAL DATA PROCESSING  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 09/15/93

**SENIOR COMPUTER PROGRAMMER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is in charge of programming and related activities. The incumbent analyzes difficult problems in terms of such factors as type and extent of information to be transferred from storage units, variety of items to be processed, and the format of final output. The incumbent prepares input and output diagrams, prepares detailed program instructions. May be assigned to do some systems analyst work. The incumbent is also responsible for the preparation of program documentation. Supervises the developing and preparing of diagrammatic plans for solution of mathematical, business and technical problems by means of automatic data processing equipment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Analyzes difficult problems in terms of such factors as type of extent of information to be transferred from storage units, variety of items to be processed, extent of sorting and format of final printed results;
2. Designs complicated detailed programs, flow charts and diagrams indicating mathematical computations and sequence of machine operations necessary to copy and process data and print solution;
3. Supervises the accuracy and completeness of program by preparing simple data, testing data on computer by operation console;
4. Is responsible for correcting program errors by supplying instructions or altering sequences of operations;
5. May assist or prepare instruction sheet to guide computer operator during production run, do routine systems analyst work and recommend modifying existing programs to take account changes in procedures or types of reports desired;
6. Prepares input and output memory layouts and block diagrams;
7. Determines costs of machine stoppage;
8. Confers with technical personnel in planning programs;
9. Assists personnel to give assistance and instruction to students and faculty in the use of the computer or peripheral equipment;
10. May train new personnel or subordinates in the operation;
11. Coordinates and oversees data communications network to include terminal reconfiguration, recompilation of systems software, data base management system, and on-line programming experience.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods, principles, techniques, and equipment of data as related to tabulating and computer machines and applications for school business methods; thorough knowledge of programming machine instructions; ability to communicate ideas clearly both orally and in writing; a high degree of logical reasoning, accuracy and good memory for detail; sound judgment; initiative; resourcefulness; ability to analyze test results and design data codes and data files; ability to supervise others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** One (1) year of permanent competitive status as a computer programmer with Niagara County or two (2) years competitive status as a Microcomputer Coordinator with Niagara County Data Processing.

Continued

Senior Computer Programmer Continued

**MINIMUM QUALIFICATIONS CONTINUED:**

**OPEN COMPETITIVE:** Graduation from high school or possession of a New York State equivalency diploma:

**AND:** 1. Satisfactory completion of two (2) years of college level study at a regionally accredited or New York State registered approved college or university, with a major in computer science; plus five (5) years of satisfactory post education computer experience, one of which must have been as a programmer directing computer operator activities;

**OR:** 2. Seven (7) years of experience as required in (1).