

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Microcomputer Programmer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OTBS
REVISED:	April 9, 2002		

BASIC FUNCTION:

Plan, develop, and modify computer systems using microcomputer and client-server platforms to collect, organize, and report instructional and/or administrative data.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Write, test, and modify microcomputer programs. **E**

Develop program modules, data, database structures, and report generation capabilities using microcomputer and client-server programming languages and applications. **E**

Develop, maintain, expand, and revise complex microcomputer decision support and production system. **E**

Provide annual data, targets, achievement, and summary profiles to meet school site and department needs. **E**

Develop detailed program design specifications. **E**

Perform technical duties related to applications development and maintenance methodologies. **E**

Provide ongoing technical support to school sites and department staff; identify and resolve system problems and malfunctions. **E**

Keep abreast of changes in computer technologies. **E**

Maintain a continuing liaison with users to ensure implementation and maintenance of systems. **E**

Assist in preparation of user guides and instruct staff in the use of new computer systems. **E**

Familiarize users with capabilities and limitations of data processing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a degree in information systems or related field, including or supplemented by courses in systems development and programming of major applications in a DOS and Windows environment, and two years of recent experience in systems development and programming. Recent experience using structured analysis, design, and programming techniques, and with microcomputers using purchased software packages is desirable.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Documentation methods and techniques.
Basic statistical methods.

ABILITY TO:

Program and develop systems using microcomputer languages, rapid application development tools, and microcomputer spreadsheet and database programs.
Rapidly learn and use new programming languages, techniques, and applications.
Assist users in determining needs.
Develop cost-efficient, auditable, and secure systems.
Test computer programs and systems.
Communicate effectively orally and in writing.
Make oral presentations.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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