

Job Summary:

The job of Computer Programmer Analyst was established for the purpose/s of developing complex computer applications using a variety of hardware and software tools to automate specific manual processes at Tulare County Office of Education (TCOE). This position reports to the Director of Information Systems(IS) with the work assignment being in any required department/division of TCOE. The duties may include facilitating the development, installation and/or implementation of various software applications including web-based, personal computer-based, mobile-based and/or 3rd party. Incumbents may be responsible for more than one application system and/or may function as a project leader during development, implementation and/or maintenance. This position will work as a member of a team.

Essential Functions:

- ▶ Coordinates software application development, implementation and production environments for the purpose of meeting TCOE staff needs.
- ▶ Leads/Develops/Maintains software projects including web-based applications, windows-based applications, integration applications and services for the purpose of facilitating TCOE operations.
- ▶ Provides support on in-house software packages for the purpose of training/educating TCOE staff.
- ▶ Works under the direction of the Application Manager(s) as part of a team for the purpose of ensuring a common, consistent, extensible programming platform for development and maintenance.
- ▶ Works with other Information Systems and/or TCOE staff for the purpose of developing software requirements, designing and testing documentation for TCOE applications.
- ▶ Writes/Maintains system and infrastructure documentation as needed for the purpose of facilitating TCOE functionality.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - design and develop n-tier software applications utilizing current platforms;
 - organize materials;
 - utilize computers effectively;
 - utilize computer software programs effectively;
 - read and understand complex documentation;
- ▶ **Knowledge of:**
 - object-oriented programming languages such as VB6, C# and Java;
 - software development design methodologies, trends and design patterns;
 - industry standard SQL design, programming and implementation;
 - developing complex n-tier web applications using current technologies;
 - team programming concepts;
 - content management system experience is desirable;
 - development for mobile platforms is desirable;
 - current development and language technologies;
 - intermediate level networking techniques;
 - intermediate level server procedures;
- ▶ **Ability to:**
 - administer, design and develop database technologies using industry standard SQL technologies;
 - instruct in the usage of current technologies;
 - communicate, orally, and in writing;
 - work as a member of a programming team.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment. Job related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Bachelors degree in job-related area.
- ▶ Two years of verifiable experience as a programmer can be substituted for each year of formal education.

Experience Required:

- ▶ Five years' experience as a programmer in application design, implementation and support.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

August 2011

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration

Reform and Control Act.