

NEW CASTLE COUNTY GOVERNMENT

Number 0239

CLASS SPECIFICATION

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Date 04/06/04

Title: SYSTEMS PROGRAMMER

Approved:

Patricia L. D. Dillner

GENERAL STATEMENT OF DUTIES: Performs all phases of work involving the design, implementation, and maintenance of the operating systems and systems management software supporting the County's information processing systems; work is carried out primarily at a central location in the County, within the framework of generally defined guidelines and directives; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs complex technical work in the design, configuration, and programming of computer operating systems and systems management software. Specific responsibilities may include system administration for one or more of the major operating systems in use; design and implementation of the network directory structure and other network device and user configurations; configuration design and implementation of assigned portions of the network applications and system management software, which includes systems security, systems back-up and restore, tape management, job scheduling, and event management; and development and maintenance of assigned policies, procedures, and software for the use of customer services and operations. This employee supervises, directs, coordinates, and evaluates the activities of projects and personnel assigned to projects.

EXAMPLES OF WORK: (Illustrative only)

- Evaluates, installs, tests, and maintains all operating system software, including LAN/WAN network operating systems and other associated software;
- Evaluates, installs, tests, and maintains all systems management software, including systems security, systems back-up and restore, tape management, job scheduling, and event management;
- Evaluates, installs, tests, and maintains all network applications software including E-mail and office automation products;
- Implements and customizes operating systems, system management software, and network applications, compilers, applications generators, and associated software;
- Provides technical training and assistance in the use of operating systems and systems management software;
- Supervises, directs, coordinates, and evaluates the activities of projects and personnel assigned to projects;
- Maintains library of vendor hardware, software, and programming manuals;
- Modifies vendor supplied software and engineering releases when necessary;
- Prepares reports and makes recommendations as required;

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Title: SYSTEMS PROGRAMMER

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- Develops and maintains device and user configuration for data communications and networking facilities;
- Reviews and evaluates existing and projected computer application programs to insure efficient performance, determine most effective file access method, and review systems documentation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and techniques of programming for electronic computers; thorough knowledge of the operation of electronic computer systems and program requirements for conversion of mechanical and clerical processes to the system; thorough knowledge of current trends and developments in computer systems programming; good knowledge of statistical methods and procedures; ability to analyze data and draw valid conclusions; ability to communicate courteously and effectively, both verbally and in writing; ability to train and supervise personnel; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in systems programming work and completion of a standard high school course or GED certificate program, supplemented by courses in computer programming, preferably possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, mathematics, statistics, or computer related science; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS

Established:	Circa 1976
Revised:	01/22/85
Revised:	06/12/89
Revised:	12/01/95
Revised:	09/10/96
Revised:	03/01/00
Revised:	04/06/04