

# NEW CASTLE COUNTY GOVERNMENT

Number 0240

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## CLASS SPECIFICATION

Date 04/06/04

Title: JUNIOR SYSTEMS PROGRAMMER

Approved:



**GENERAL STATEMENT OF DUTIES:** Assists in the performance of 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 well defined guidelines and directives; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs work assisting in the performance of technical work in the design, configuration, and programming of computer operating systems and systems management software. Specific responsibilities 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 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.

**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;
- Assists in implementing and customizing operating systems, systems management software, network applications, compilers, applications generators, and associated software;
- Assists Systems Programmers in technical training and assistance in the use of operating systems and systems management software;
- Maintains library of vendor hardware and software manuals and installation listings and procedures;
- Modifies vendor supplied software and engineering releases when necessary;
- Prepares reports and makes recommendations as required;

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Title: JUNIOR SYSTEMS PROGRAMMER

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- 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:** Good knowledge of the principles and techniques of programming for electronic computers; good knowledge of the operation of current electronic computer systems and program requirements for the conversion of user applications to an automated system; good knowledge of current trends and developments in computer system programming; good knowledge of statistical methods and procedures; ability to analyze data and make sound decisions; ability to communicate courteously and effectively, both verbally and in writing; ability to prepare reports; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years experience at the level of a senior programmer 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: 05/13/80  
Revised: 06/12/89  
Revised: 12/01/95  
Revised: 03/11/96  
Revised: 09/10/96  
Revised: 03/01/00  
Revised: 04/06/04