

**INGHAM COUNTY
JOB DESCRIPTION**

PROGRAMMING SPECIALIST

General Summary:

Under supervision of the MIS Director, performs the analysis, design, programming, testing installation, and training related to new, existing, and purchased software systems used by the County. Develops applications for the mainframe and PC using multiple programming languages. Provides technical support to MIS technicians and operations staff. May provide programming functions for agencies with which the County has contracted.

Essential Functions:

1. Meets with County staff and/or representatives of outside firms to identify and assess the tasks to be automated or the processes to be enhanced. Meets with end-users to discuss detail regarding the flow of information through specific departments in the County. Analyzes data flow and makes recommendations for automating specific activities to collect and report on data.
2. Resolves problems that occur with in-house and purchased applications. Analyzes the problem with users, researches problem on systems, and reports problem to vendor as necessary.
3. Installs software upgrades for applications in designated areas, includes applying in-house customization and reports, compiling the system, and testing the system. Devises sample input data used to test the programs. Tests programs until the intended format is achieved. Assists vendors with software and hardware installations as needed. Installs interim corrections to mainframe and PC software as needed.
4. Provides telephone support to users and MIS technicians encountering problems or with questions about an application.
5. Performs database management functions including designing, creating, and maintaining the database. Monitors and adjusts file sizes.
6. Assists in the preparation of County-wide processing plans.
7. Researches commercially written and public domain software for use in automating procedures. Designs custom programs where necessary using standardized County software. Performs testing and evaluation on various software programs for potential use.
8. Coordinates software implementations, schedules, and trains staff on use of software, and monitors status of operations. Conducts one on one and small group training.

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9. Compiles documentation of program development and forms for new or existing applications. Details the procedures the user must follow for entering, changing, and removing data, producing reports, and other requirements and procedures.
10. Assists in web page design and maintenance.

Other Functions:

11. May assist with the implementation of enhancement to the telecommunications system.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in data processing, information management, or closely related area.

Experience: Two years of experience in the design and development of applications, providing knowledge of Access, SQL, Oracle, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. May require mainframe experience depending on assignment.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and access information from a computer.
- Periods of prolonged sitting at a computer screen.
- Ability to access various areas of the County with computer operations.
- Ability to operate computers, printers, and related equipment.

Working Conditions:

- Works in office conditions.
- Works with noise of printers and other computer equipment.