

Sul Ross State University

Position Description

Official Title: Programmer

Salary Group: 13

Job Code: 5805

Summary

Function: To perform advanced computer and systems programming work, while applying advanced COBOL, DB2, CICS and related programming language skills.

Scope: Responsible for the application of advanced COBOL, DB2, CICS and other programming skills in the implementation, creation and/or modification of existing and potential systems programs, procedures, and applications.

Duties

Essential: Flowcharts, maintains, and modifies existing systems programs; develops, writes and installs new applications as required; may provide in-house support for users; Maintain procedures and policies to ensure the security and integrity of systems/networks; asst in the implementation of institutionally appropriate and effective risk management plans; engages in personal education and training, and staff development activities to maintain a high degree of technical competency to facilitate and maintain the proper selection and implementation of varied technologies; may be required to work a flexible schedule, including nights, weekends and holidays other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Evaluates, suggests, and assists in the implementation and/or development of new applications and procedures; other duties as assigned.

Supervision

Received: General supervision by the Director of Management Information Systems.

Given: May supervise the activity of other MIS staff.

Education

Required: Bachelor's degree or Associate Degree in Computer Programming or related field.

Preferred: Bachelor's degree in Computer Programming with course work in COBOL and DB2 programming.

Experience

Required: One year experience on IBM RISC 6000 or related system. Experience with COBOL, CICS, DB2, FOCUS and the AIX operating systems.

Preferred: Some or all experience gained in a university setting with emphasis in financial and student services.

Equipment/Skills

Required: COBOL, DB2 and related programming skills and skills in FOCUS and AIX. Other software and hardware components.

Working Conditions

Usual: Office conditions; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2004