

Civil Division: Schools; Mohawk Valley Water Authority  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 09/26/11

## **SENIOR COMPUTER PROGRAMMER**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for planning and supervising the analysis of financial and statistical operations, and the preparation of programmed instructions to adapt these operations to electronic data processing at a computer center. The work is performed in accordance with established procedures and involves the study of problems, systems analysis, as well as, the preparation of programs. The work is performed under general direction of the Data Processing Supervisor. Supervision is exercised over Computer Programmers and other subordinate data processing personnel. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and performs detailed systems analysis and surveys of software related to financial and statistical records and reports;

Supervises and performs detailed systems analysis and surveys on computerized business systems and programs related to financial and statistical records and reports;

Supervises and performs the analysis, organization and preparation of detailed programmed instructions for electronic data;

Analyzes the flow of information between the computer center and various agencies, and designs programs accordingly to generate specialized reports and projects;

Designs logic sequences for individual programs or program sequences;

Selects program languages, standard sub-routes and other programming aides;

Supervises and performs de-bugging of new software to assure completion according to predetermined requirements;

Oversees and performs detailed software documentation including flow charts, coding sheets, operator instructions, and related testing materials;

Oversees the preparation of sample program test data;

Performs actual testing and makes modifications, revisions and corrections to software;

Confers with superiors and agency officials to determine the scope of projects, the form of source information, and form of results required;

Organizes and prepares program documentation;

Reports on the results of surveys and systems analysis, and suggests applications of data processing equipment;

May provide orientation and training sessions in the operation of computer and related peripheral equipment for data processing personnel;

May be required to attend formal classroom instruction, training sessions and seminars related to the duties of the position.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of computer programming principles, techniques and concepts; thorough knowledge of mainframe, mini- or micro-computers and related peripheral equipment operation; good knowledge of systems analysis applicable to computer programming; good knowledge of the application of computer equipment to accounting and statistical problems; good knowledge of office terminology and procedures; ability to translate and adapt administrative, statistical and financial data to programs for use in computer analysis and processing; ability to plan and supervise the work of others; ability to follow complex oral and written instructions; initiative; accuracy; good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, data processing or a closely related field **AND** three (3) years of experience as a computer programmer; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in computer science, data processing or a closely related field **AND** five (5) years of experience as a computer programmer; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience as a computer programmer.

**NOTE:** Verifiable part-time and/or volunteer experience as stated in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 1990's  
Revised: 05/23/97; 01/23/98; 09/26/11