

04-10

EMPLOYMENT OPPORTUNITIES

POSTED: 5/27/2010, 8:00 a.m.
EXPIRATION: 6/10/2010, 4:30 p.m.
TITLE: Programmer/Software Specialist
SALARY: \$61,416 - \$81,888
DEPARTMENT: Management & Budget
DIVISION: Data Processing

GENERAL PURPOSE

Assists the Data Processing Director in the technical administration and planning of the City's information technology system, performing various programming and computer operations responsibilities; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates new efficient programs on existing computer equipment as well as computer operation;
Primary DBA for applications using MS SQL Server and MS Access;
Develops program applications for the processing of data relative to all City departments;
Prepares instruction sheets explaining execution of programs; Updates and revises existing programs to increase speed and efficiency and creates and tests new programs for specific data reports;
Performs error verification runs to isolate mistakes made in data entry;
Participates in planning and scheduling computer activities in order to achieve maximum equipment utilization;
Performs End User support;
Maintains necessary inventory of computer supplies;
May supervise or direct other technical or clerical employees.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Computer Engineering, Data Administration, or other related field;

5 years experience working with Microsoft SQL server data bases;

2 to 3 years experience with IBM iSeries (AS400, i5) computer

Any equivalent combination of education and experience which provides the required knowledge, skills and ability;

Good knowledge of programming languages and techniques;

Good experience with MS SQL 2008, MS Access, C++, and Visual Basic, .NET, PHP, RPG, RPGIV, RPG ILE, CL;

Ability to operate electronic data processing machines and peripheral equipment;

Ability to understand and follow oral and written instructions;

Ability to write, test and debug computer programs of new system applications;

Ability to plan, assign and direct other technical and clerical employees;

Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;

Ability to establish and maintain effective relations with other department heads and government officials;

Ability to work under pressure and/or with frequent interruptions;

Ability to work independently and exercise good judgment.

*A complete job description is available in the Human resources Department.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER