

[Go Back](#)

NASSAU COUNTY**Title : PROGRAMMER AND COMPUTER OPERATOR****SCHOOL DISTRICTS****Code: 030120 BQA****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Performs programming duties and operates electronic data processing equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the use of independent judgment in the operation of electronic data processing and associated peripheral equipment and programming duties for new and revised computer programs.

TYPICAL DUTIES

1. Prepares flow charts and block diagrams, and translates data into computer instruction programs.
2. Tests routine programs or assists in testing and checking more complex programs.
3. Assists in review of new or revised computer programs.
4. Assists in analyzing and appraising subject matter for feasibility for electronic data processing.
5. Analyzes all instructions prior to computer runs to insure the computer can produce the intended product.
6. Sets up and operates computer console and peripheral equipment.
7. Detects error due to malfunctions of equipment, machine instruction error, or input data error and takes corrective action.
8. Schedules jobs and resolves matters related to computer input/output staging.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the current methods and techniques of electronic data programming.
2. Knowledge of the operation, use, and capabilities of data processing machines and equipment.
3. Knowledge of the principles and practices of methods and procedures analysis.
4. Ability to analyze and comprehend minor data processing problems and to make recommendations concerning their solutions.
5. Ability to operate and make minor adjustments to computer console and peripheral equipment.
6. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Bachelor's degree from a regionally accredited or New York State registered college or university with course in computer programming and in computer operation;

or

2. Completion of a New York State registered program of instruction in computer programming and/or operation

and

Two years of satisfactory experience in computer programming and operation.

NOTE: Experience, as outlined in (2) above, may be substituted for college education and course work in (1) above, on a year-for-year basis up to a maximum of four years.

[Go Back](#)