

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB408 Programmer III
POSITION #/TITLE: 2516, 2517, 2518 Programmer III	Adopted: 02-08 Revised: 10-12

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 12
Reports To Position #/Job Code #/JC Title: 2493/NB387/Enterprise Application Solution Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs advanced-level computer programming work. Responsible for the development of programming specifications. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. The Programmer III classification is distinguished from the Programmer I and II by a complexity of assignments and knowledge of programming principals. Lead responsibilities may be exercised over the work of employees in the class of Programmer I and II.

Examples of Essential Work (Illustrative Only)

Codes, tests and troubleshoots programs utilizing the appropriate hardware, databases and programming technology;
Writes and modifies job control language;
Modifies existing computer programs requiring simple logic changes;
Develops and compiles data to test programs;
Analyzes performance of programs and takes action to correct deficiencies based on consultation with users and approval from supervisor;
Prepares detailed workflow charts and diagrams that describe input, output and logical operation, and convert them into a series of instructs coded in a computer language;
Confers with users to gain understanding of needed changes or modifications of existing programs;
Assists in writing of specifications for the development, maintenance and modification of programs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of software, hardware and computer operating systems (specifically Microsoft Windows XP Workstation and Microsoft Office Professional);
Good knowledge of the functions and operations of the Information Technology Division;
Good knowledge of computer programs;
Good knowledge of programming analytical practices and procedures;
Good knowledge of the principles of computer programming and of adapting computer processing techniques to meet end-user needs;
Good knowledge of business process analysis methods and techniques of programming, design and development;
Good knowledge of the principles, methods and techniques of computer programming language(s) used in data processing;
Good knowledge of job control language concepts and functions and capabilities of computer hardware;
Ability to communicate effectively both verbally and in writing;
Ability to train and instruct others, including systems and user-support personnel;
Ability to evaluate vendor software for compatibility with city-wide computer systems;
Ability to analyze information requirements and needs, identify problems, provide technical advice and consultation, and insure efficient computer systems utilization;
Ability to lead other Information Technology personnel in computer programming projects;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Information Services, Computer Science or a closely related field; and
Considerable experience in computer programming, hardware and operations systems related to computer systems; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to visit various and other work stations in the City.