

**APPLICATIONS PROGRAMMER I** – The Applications Programmer I reports directly to the Senior Director for Information Technology and has the following responsibilities:

**1. Performance - Regular Assignments:**

- a. Perform systems analysis, design, and implementation of new computer programs.
- b. Execute changes, modifications, or enhancements to existing programs and perform the analysis related to each.
- c. Work with end users to develop new applications or modify current ones, including the design and programming of end user reports.
- d. Use UNIX to execute job procedures.
- e. Develop database driven web applications.
- f. Code, test, and debug programs utilizing programming languages such as COBOL, FORTRAN, SQL, SAS, HTML, CSS, JavaScript, jQuery, Dreamweaver, and ColdFusion. Create and maintain documentation to support computer programs and procedures.
- g. Assist in supporting the agency Virtual Environment servers, data collection from outside sources, and assist staff with in-house reports.
- h. Provide training and assistance to ICCB staff in the use of in-house procedures on PCs, including hardware and software training and system analysis functions using PC software packages.
- i. Install and maintain hardware and software on desktops to provide required Internet and Intranet services including, but not limited to, browsers, email, and scheduling applications. Serve as help desk to agency staff and outside entities.
- j. Setup video conferencing equipment and troubleshoot as necessary.
- k. Perform other duties as assigned by the Senior Director for Information Technology and the Deputy Director for Research and Information Technology.

**Minimum Qualifications**

1. A. High school graduation or equivalent AND 2 years of experience in computer science, information systems, data processing practices or operations, management science or a related field.

OR

- B. Associate degree in a field related to computer science, information systems, data processing systems or management sciences.

OR

- C. Any combination of education and experience in computer science, information systems, data processing practices or operations or a related field totaling two years.

**Other Minimum Acceptable Qualifications**

1. Aptitude for programming.

Applications Programmer I (Continued)

**Additional Desirable Qualifications**

1. Ability to express or translate technical machine functions of data processing systems operations into non-technical terms and vice versa.
2. Specialized training in systems analysis and computer programming.
3. Experience with, or adequate knowledge of, the Illinois Community College System.
4. Ability to work/interact with users.