

APPLICATIONS PROGRAMMER III: The Applications Programmer III 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. Provide project management pertaining to the development of new systems and the enhancement of current systems.
- c. Execute changes, modifications, or enhancements to existing programs and perform the analysis related to each.
- d. Work with end users to develop new applications or modify existing ones, including the design and programming of end user reports.
- e. Use Linux system to execute job procedures.
- f. Code, test, and debug programs utilizing programming languages such as COBOL, FORTRAN, SQL, SAS, ASP.NET, HTML, CSS, JavaScript, jQuery, Dreamweaver and ColdFusion.
- g. Develop database driven web applications.
- h. Configure and troubleshoot the Linux system, streamline processes, maintain the file system, and ensure data integrity.
- i. Maintain and administer Exchange, Active Directory, web, and other servers.
- j. Develop strategy and procedure for systems backup and recovery; maintain the scripts that perform them.
- k. Manage data collection from outside sources and assist staff with in-house reports.
- l. Provide training and assistance to ICCB staff in the use of in-house data manipulation procedures on PCs, including hardware and software training and system analysis functions using PC software packages.
- m. Operate in-house computer hardware.
- n. Create and maintain documentation to support computer programs and procedures.
- o. Install and maintain hardware and software on desktops to provide required Internet and Intranet services including, but not limited to, browsers, e-mail, and scheduling applications.
- p. Provide IT training and assistance to new IT staff.
- q. Serve as help desk to agency staff and outside entities.
- r. Set up video conferencing equipment and troubleshoot as necessary.
- s. Perform other duties as assigned by the Senior Director for Information Technology and the Deputy Director for Information Technology.

Minimum Qualifications

1. High school graduation or equivalent.
2. A. Bachelor's degree with a major in computer science, information systems, or data processing or a major in a closely related field that included 30 semester hours of credit in computer-related courses.

OR
- B. Four (4) years of experience in computer programming, analysis, or applications software systems development/design.

OR
- C. Any combination of education and experience that totals four years and included one year of experience and/or training in applications software systems development/design.¹

¹ Credit for course work in applications software systems development/design or closely related subjects shall be evaluated on the basis of one semester hour of credit being equal to one month of experience.

Applications Programmer III (Continued)

Other Minimum Acceptable Qualifications

1. Knowledge of data processing practices, methods, principles, and techniques relative to the application and operation of a computer complex.
2. Ability to plan, schedule, and coordinate chronological operations and to reason logically regarding operational aspects of data processing applications and functions of a computer complex.
3. Ability to understand, develop, communicate, and express ideas.
4. Ability to express or translate technical machine functions of data processing systems operations into non-technical terms and vice versa.

Additional Desirable Qualifications

1. Specialized training in systems analysis and computer programming.
2. Experience with, or adequate knowledge of, the Illinois Community College System.
3. Ability to work/interact with users.