

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Computer Programmer

REPORTS TO: Supervisor of Data Processing

JOB SUMMARY: Designs and maintains applications and programs and assist users by answering questions and resolving problems.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists users who have questions or problems.
2. Designs and maintains applications and programs.
3. Fiscal and annual real estate, per-capita and payroll processing.
4. Performs other duties as assigned by the Supervisor of Data Processing.

QUALIFICATIONS: Two (2) years experience in technology is necessary. Associates degree in computer field or equivalent is necessary. Overall technology experience is necessary that includes knowledge of designing applications and programs, programming, hardware, and operating systems.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, kneeling, bending, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to communicate effectively Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Ability to operate various technology equipment. Ability to operate various office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

8/2/06-bac