

LEAD SYSTEM PROGRAMMER

DEFINITION

To lead and supervise the work of Systems Programmers and other data processing support staff; to assist in overseeing the effective functioning of departmental systems, programs, projects and activities; to perform advanced system programming work; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the working supervisory level class within the System Analyst series. Positions at this level are distinguished from the System Programmer II by the ongoing responsibility for assigning, controlling and reviewing the work of other data processing support staff in the System Programmer series. Incumbents of the Lead System Programmer class are workers with responsibility for assigning work, responding to technical questions and performing the most complex duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

Exercises functional and technical supervision over assigned professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Leads and supervises the work of assigned personnel; assigns, controls and reviews work; provides training to assigned staff.

Assists management personnel in administering and coordinating systems, programs, projects and activities; recommends and assists in the implementation of goals and objectives by work plan items and work schedules.

Assists in the hiring, evaluating and disciplining of staff.

Supervises the application of hardware and software upgrades as needed to maintain system reliability and performance; recommends appropriate application.

Responsible for diagnosis and resolution of system hardware and software problems.

Responsible for evaluation, installation, customization and documentation of system hardware and software components.

LANE COUNTY
Lead System Programmer (Continued)

EXAMPLES OF DUTIES (con't)

Plans and coordinates the implementation of system hardware and software components.

Confers with departmental or agency representatives to determine common needs from complex requirements; develops or recommends for purchase and installs system software and procedures to meet broad classes of user needs.

Plans for future system hardware and software requirements; plans technical work needed to support a major system area.

Guides planning efforts that establish future technical directions.

Prepares required reports.

Enhances system usability by developing general purpose batch and online utilities, replacing obsolete hardware and improving the capabilities of existing system software components.

Assists technical users with problem resolution, hardware and software selection and installation, and application development.

Develops and documents operational procedures and trains computer operations staff in the use of new or altered system facilities.

Plans, organizes and produces technical documentation and procedures.

Tracks and monitors system usage and tunes system to optimize the use of system facilities.

MINIMUM QUALIFICATIONS

Knowledge of:

Purposes and internal functioning of computer hardware and software components.

Structure and capabilities of computer operating systems, terminal control monitors, database management systems and application development tools.

Basic principles of effective supervision, training and performance evaluation.

Data security and integrity considerations.

File and database access methods and programming techniques.

LANE COUNTY

Lead System Programmer (Continued)

Knowledge of: (con't)

Data communications and distributed processing concepts.

Multiple task synchronization and serialization techniques.

Ease-of-use considerations and exceptional condition processing.

Structured design methods and modular programming techniques.

Binary data representations and arithmetic and logical operations.

Ability to:

Provide lead supervision to assigned staff.

Plan, organize, direct and review work.

Work well with other system programmers and interact effectively with people at all levels of technical ability.

Understand defined and implicit organizational goals and objectives and perform assigned work in an efficient and organized fashion to meet those goals and objectives.

Convey technical information simply and clearly, both orally and in writing.

Quickly understand complex technical matters and apply technical knowledge in the development of general solutions.

Maintain and improve technical skills.

Use online facilities such as text editors, application development tools and system utilities.

Use appropriate system utilities and command languages.

Program in IBM/370 assembler language or other appropriate low level language.

Program in a high level language, such as SAS, COBOL, FORTRAN, ADR/IDEAL or DEC RDB.

Design, code and test general purpose systems and programs for both batch and interactive environments.

Diagnose and resolve very complex system problems.

Ability to: (con't)

LANE COUNTY
Lead System Programmer (Continued)

Coordinate a work load including multiple assigned tasks and ongoing responsibility for major system components.

Manage large, complex projects.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Four years of increasingly responsible programmer experience working with appropriate system software and hardware including two years of experience as a system programmer.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Maintain grade (Job Code H011 - AFSCME).

Change in grade (Job Code H011P to N4700 – Non-Represented) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.