

June 1984

EDP PROGRAMMER

DEFINITION

Under direction of Systems Analyst, to do work of average difficulty in programming and coding operational sequences for electronic data processing; to do the less difficult work in systems analysis; and to perform related work as required.

EXAMPLES OF DUTIES

Programs and codes operational programs for electronic data processing and computer solution using the IBM 4300 series computer; prepares block diagrams and detailed flow charts to show the specific operations to be programmed by the computer for solving problems; deduces the logical alternatives which occur and provides for the handling of the alternatives; prepares instructions for electronic data processing equipment operations to enable them to interpret machine stoppage and utilize proper restart procedures; operates computer and other equipment for program debugging; audits and examines data resulting from computer operations to determine if operations are accurate and complete; performs the less difficult systems analysis; may assist equipment operators in learning new applications and procedures; may confer with personnel of other departments concerning elements affecting new programs or applications.

REQUIRED QUALIFICATIONS

Knowledge of:

- Office procedures, methods and equipment;
- Electronic Data Processing programming, block diagramming, detailed flow charting and coding for computers;
- COBOL, RPG, and Job Control languages;
- Components and capabilities of electronic data processing equipment, with emphasis on the IBM 4300 computer with disk and the IBM punch card and data processing equipment.

Ability to:

- Assist in analyzing methods and procedures accurately and logically;
- Write clear and detailed optimum programs for efficient machine utilization;
- Determine an efficient sequence of operations and develop computer instructions;
- Determine errors in program instructions;
- Debug programs through use of the computer;
- Establish and maintain cooperative and effective working relationships with others.

EDP Programmer – Page 2

Experience:

At least one year of experience and/or a combination of experience and course work in programming and coding operations using IBM 4300 under DOS/VSE. Additional experience in system analysis or professional accounting is desirable.

Education:

Graduation from high school and successful completion of training courses including the programming of IBM 4300 under DOS/VSE series computer equipment are required. Additional formal education, including completion of courses in statistics, accounting, business administration, systems analysis, organization and management and related subjects is highly desirable.