COMPUTER DEVELOPER/PROGRAMMER

SAMPLE - Position Overview

The computer developer/programmer, under the guidance of the Application Developer or Senior Application Developer and the supervision of the Application Development Manager, develops small to medium sized in-house applications for Bi-Mart. The programmer is expected to conduct system analysis, development and routine maintenance, with limited support from professional staff, to keep systems current with changing technologies.

- Reports to: Information Systems Manager

- Coordinates with: IS Managers, programmers, business office staff, management and co-workers.

Essential Job Functions

- Conduct systems analysis, development and routine computer program maintenance.

- Develop in-house applications specifically designed for Bi-Mart Corporation.

- Ability to learn new technologies very quickly and resolve any problems involved in integrating new technologies.

- Experience using one or more programming languages: Visual Basic, SQL, HTML, Crystal Reports, ASP, AS/400 CL and others.

- Experienced in basic Network concepts.

- Experienced with the Windows operating system.

- Ability to debug problems caused by hardware, operating systems software, application programs, or network failures.

- Work as a team with management, Bi-Mart employees for whom programs are being maintained or developed and coworkers.

- Interact in a positive and friendly manner with customers and coworkers.

- Work safely and efficiently in performing job functions.

Physical Requirements

Occasionally = up to 1/3 shift
Frequently = up to 2/3 shift
Continuously = throughout shift

- Standing: Occasionally in combination with walking.

- Sitting: 90% of the time.

- Walking: Occasionally in combination with standing.

- Carry/Lift: Occasionally and independently work with 0-30 pounds depending on product and materials.

- Worker Mobility: Can change positions occasionally throughout the shift.

- Pushing/Pulling: Occasionally and independently push/pull cases of paper, and move monitors, printers, keyboards, etc. with/without the use of a handcart.

- Bending/squatting: Occasionally throughout the shift while setting up computer terminals, printers, or monitors.

- Reaching/Handling: Use of fingers/hands/arms continuously throughout shift.

- Grasping/Squeezing: Occasionally to fill printers/copies with paper, change printer cartridges and attach computer cables.

- Twisting: Occasionally throughout the shift.

- Climbing: Occasionally climb ladders to reach higher shelf areas. Frequently climb stairs to reach other areas.

- Crawling: 10% of the time when setting up computer terminals.

Social Skill Requirements

- Ability to positively interact with others.

- Ability to communicate well verbally and in writing using the English language.

Aptitude Requirements

- Workers must be able to read and write English legibly.

- Must be able to perform basic and intermediate math functions.

- Must have ability to analyze, reason, and make decisions.

- Must be able to learn and retain new skills.

Environmental Factors

- Most work is performed in the business office.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

After reviewing this position summary, can you perform all of the functions listed?   ☐ **Yes**   ☐ **No**

If no to the above, please identify any functions that you are unable to perform:

I verify that I have thoroughly reviewed the position summary for Computer Developer/Programmer and that I understand the job requirements and essential job functions.

Signature: _____   Date: _____

Print Name: _____