

MIS PROGRAMMER - TRAINEE

DEFINITION

A trainee position in computer programming, responsible for analyzing, developing and modifying computer programs. The position also participates in a structured training plan designed to prepare the incumbent for increasingly complex programming responsibilities as appropriate skills and abilities are acquired.

EXAMPLES OF DUTIES

Prepares and drafts code, flow charts and diagrams of proposed programming solutions and reviews proposed solutions with senior programmers; writes formal programming code for computer programs using structured and well defined programming techniques that comply with program specifications and programming standards; tests programs to insure they operate correctly and in conjunction with a system of existing programs; works with end users to identify problems for which a technical solution is required; prepares detailed program design specifications and time estimates for each program development component to aid in cost/benefit analysis, feasibility reports and planning reports; and participates in employee training and development activities.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or GED is required. Note: This position does not require formal education in computer programming – structured training will be provided.

Knowledge, Skills and Abilities: Knowledge of computer systems and Microsoft Office Suite application software; written and oral communication skills; organizational and time management skills; ability to learn quickly and apply abstract concepts; ability to analyze and identify problems and propose solutions; and the ability to work well in a team, collaborate, and build on team knowledge and experience.

Special Requirements: This is a training position, so the incumbent is required to participate in a formalized training program designed by the Division of Information Management to acquire necessary skills to perform increasingly technical programming responsibilities. As the training program progresses, the incumbent is expected to apply knowledge and skills acquired and assume increasingly technical responsibilities.