

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**COMPUTER PROGRAMMER**

**Purpose Statement:**

The job of Computer Programmer is done for the purpose/s of applying computer technology to provide solutions to district needs; providing access to applications; and solving problems, providing information and/or providing direction as may be required.

**Essential Functions**

- Analyzes hardware, software and micro application software problems for the purpose of resolving issues and/or determining feasibility and system programming and resource requirements.
- Develops and maintains systems and software applications (e.g. report writing, screen design, graphical user interfaces, system procedures, etc.) for the purpose of providing computerized alternatives to manual processes and/or enhancing current database products.
- Establishes/maintains micro-mini links for the purpose of extracting and downloading information.
- Generates and maintains system and program design specifications for the purpose of providing accurate documentation and reference.
- Installs and configures new microcomputers, computer cards, printers, local area networks, etc. for the purpose of providing access to computerized alternatives to manual processes.
- Prepares a variety of materials (e.g. reports, memos, procedures, user documentation, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides necessary analysis for the purpose of ensuring their ability to use new and/or existing software.
- Responds to inquires for the purpose of providing information and/or direction.
- Trains system users for the purpose of ensuring the efficient use of systems and/or applications.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: computerized data processing systems; principles and techniques of complex and technical planning; data processing; programming documentation; computer logic and mathematics and records storage and handling techniques

**ABILITY** is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; developing logical conclusions and effective solutions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 30