

**Central Valley School District  
Job Description #709**

**TITLE**                      **Computer Programmer/Operator**

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**GENERAL SUMMARY**

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Computer Operator / Programmer may perform all or a combination of the following:

1. Perform daily operation of District mini computer.
2. Run and distribute reports.
3. Perform data entry duties as required.
4. Maintain paper and printing supplies inventory.
5. Analyze, design, program, test, document and implement software systems following established departmental procedures and standards.
6. Develop user documentation with possible in service training for school district employees
7. Provide software support for schools and departments
8. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
9. Perform related duties as required by the Manager of MIS.

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**REPORTING RELATIONSHIPS**

This position reports to the Manager of MIS.

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**MENTAL DEMANDS**

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer. Ability to lift paper up to 50 pounds.

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**QUALIFICATIONS**

1. Knowledge/experience with html, asp, coldfusion, sql.
2. Knowledge/experience with web server security and support.
3. Ability to analyze problems and describe solutions.
4. Possesses accurate data entry skills and can type 50 wpm.
5. Ability to use District standard computer hardware and software.
6. Ability to word process, edit data, and compile requested reports.
7. Must have excellent communication skills and ability to work with people effectively.

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**UNIT AFFILIATION**

PSE - Technical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Posting 07/99

Revised 09/04