

NORTHERN BUCKEYE EDUCATION COUNCIL
JOB DESCRIPTION

FILE 23.00

Title: PROGRAMMER/ANALYST

Reports to: Assigned Systems Analyst or EMIS/Student Services Director and/or to those on the NBEC organizational chart to whom that position reports.

Job Objective: Assists in software development/maintenance, analysis, and support for the NWOCA program.

Minimum Qualifications: Associate degree or experience and training as a computer programmer. Experience with JAVA, web design, and database development is desirable.

- A record free of criminal violations that would prohibit employment in the public sector.
- Supports the goals and philosophy of the organization.
- Maintains a professional image and high level of integrity.
- Complies with drug-free workplace rules and board policies.
- Meets staff development requirements by obtaining mandated Continuing Education Units (CEU's).
- Ability to work with limited supervision. Good organization and interpersonal communication skills.
- Good typing skills. Strong math skills.
- Ability to travel independently throughout Ohio on job assignments is required.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists in the maintenance, design, and/or development of applications software as assigned.
- Upholds board policies and follows administrative guidelines/procedures.
- Respects privacy. Maintains the confidentiality of privileged and sensitive information.
- Keeps current with technology, workplace innovations, and obtains relevant training that support job functions.
- Maintains open and effective communications. Promotes the organization's mission, philosophy, and vision. Serves as an information resource.
- Assists with support of applications software.
- Assists in quality control of software applications.
- Assists in user training of applications software.
- Assists users in "trouble-shooting" problems and inquiries.
- Assists in the creation of documentation of software and procedures.
- Cooperates with all NBEC personnel as well as with the public.
- Pursues personal growth opportunities to enhance performance and advance organizational goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and helps resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Supports teamwork and a positive work environment.
- Logical thinking skills. Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and NBEC policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.

- Lifting, carrying, and moving work-related supplies/equipment.
- Performing repetitive tasks and using a computer keyboard/monitor for prolonged periods.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Northern Buckeye Educational Council (NBEC).

The Northern Buckeye Educational Council (NBEC) is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The Northern Buckeye Education Council (NBEC) reserves the right to revise and/or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied employment contract.