

# Job Description

## Exempt Staff

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## Systems Programmer

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### Job Summary

The Systems Programmer is responsible for writing, testing, debugging and maintaining system level programs and administrative applications software. Assists with the development, supervision and maintenance of security standards on the administrative system. Performs project management duties on technical projects as necessary. Works with the Director of Institutional Research and Computer Applications, the Associate Director of Computer Applications and the Programmer/Analysts in a technical-team approach in consulting and proposing design of programming projects.

### Duties and Responsibilities

(Continue on additional page if needed)

#### ESSENTIAL

- Provides support for the conversion of the AIMS administrative system to the Datatel Colleague system.
- Designs, writes, tests, debugs and maintains software for systems level and administrative support applications
- Maintains software applications to be used in conjunction with the operating system software of the host processors and third-party software.
- Writes and maintains technical in-house documentation for all system level and administrative support applications.
- Insures compatibility of all in-house software with that of all appropriate internally and externally developed software.
- Designs and writes applications for use by computer operations personnel.
- Provides technical information and support for appropriate University personnel
- Develops and maintains an extensive library of vendor-published technical documentation.
- Assists the Associate Director(s) of Computer Applications in implementing systems software applications for end users.
- Creates interfaces and software servers to allow information interchange between administrative systems and World Wide Web servers in a graphical environment.
- Develops CGI programs that provide specialized functionality for the WWW servers.
- Assists in setting strategic direction for system operations and resource requirements.
- Assists the Associate Director(s) of Computer Applications in developing and monitoring system security.

#### OTHER

- Conducts training on accessing/utilizing computer resources and applications.
- Communicates externally with various consulting agencies to identify opportunities for resource-sharing or solicitation of external support when necessary. Communicates with external third-party software providers about their software and its functionality at MSU.
- Performs other duties as assigned by supervisor.

## **Organizational Relationships**

A Systems Programmer reports to the Associate Director of Computer Applications and works as a member of a technical team to provide system and application support for the administrative systems.

## **Minimum Requirements**

Bachelor's degree in a technology related field or eight years of experience in a system programming environment. Good written and verbal communication skills. Demonstrated programming skills in C, C++, and HTML and a thorough knowledge of Unix (HP-UX preferred), Windows 9x, Windows NT operating systems. Thorough understanding of the operation of WWW servers. Working knowledge of data communications and standards.

## **Additional Desirable Qualifications**

Experience in programming on networked systems. Understanding of PERL and AWK programming languages. In depth understanding of microcomputers and related software. Experience with Universe and web page development.

## **Working Conditions and Atmosphere**

Systems Programmer is stationed in the Office of Institutional Research and Computer Applications. Standard office environment is maintained. Occasional travel/training may be required to acquire/maintain appropriate levels of technical expertise. Additional hours required when emergency situations arise.

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**For use by Office of Human Resources**

**Date Approved:**

**Job Analyst:**

**Grade:**