

APPLICATIONS SYSTEMS PROGRAMMER

DEFINITION: Under general supervision, provides technical and functional support to all Tribal Departments and personnel using the Navajo Nation's Financial Management Informational System (FMIS) in areas of security access, problem resolutions, system support, system testing, and training development and implementation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Revises, enhances, updates and installs vendor supplied application software components; develops methods and procedures to ensure integrity of system access to appropriate menus, data systems, and data bases; writes programs for data entry and retrieval; reviews, tests and evaluates new versions of applications software; prepares test plans and evaluates test results of system problems; maintains liaison with technical staff and extended support organizations for resolution of computer system problems; maintains contact with vendors to ensure accurate application of programs and possible training opportunities; reviews and documents software failures and takes corrective action as directed; ensures the security and integrity of all systems and data.

Creates data bases independent of FMIS for user to capture data to update production files and extract data for ad hoc reports; develops ad-hoc reports or file extracts using appropriate utilities; converts software specification requirements into appropriate programming languages; researches specific technical software and related questions and problems from users, management, programming, operating and systems personnel; performs feasibility studies for proposed programs coming from other computer installations or streamlining existing processes; researches new technology for possible upgrades to current systems.

Participates in the planning, installation and implementation of equipment interfaces and peripheral devices; provides technical assistance to all users; trains programming staff and operators as needed; conducts training on system application and usage to end users; provides technical assistance to applications programming personnel and other users relating to the system; attends staff meetings, courses, workshops, and conferences; prepares and submits required reports; may supervise subordinates as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Tribal laws, rules, regulations and guidelines related to Financial Management Information Systems.

Knowledge of general business applications and computerized systems in the area of accounting, payroll, payables/receivables, property accounting, human resources and student information systems.

Knowledge of theory, principles and practices of systems and applications programming.

Knowledge of relational database technology.

Knowledge of the functions and capabilities of computer operating systems and software programming applications.

Knowledge of research, statistical sampling, and cost accounting methods and practices.

Knowledge of instructional methods, techniques and practices.

Knowledge of securing databases and development of database disaster retrieval and recovery systems.

APPLICATIONS SYSTEMS PROGRAMMER

- Skill in developing and implementing specific instructions and established procedures related to transferring, entering, retrieving and restoring data.
- Skill in diagnosing and resolving programming problems.
- Skill in utilizing automated management information systems.
- Skill in overseeing and performing systems analysis, programming and customizing software to meet individual users or department needs.
- Skill in establishing and maintaining a secured database systems.
- Skill in the use of programming and job control language specific to the assignment.
- Skill in utilizing written and verbal communication in the development and presentation of reports, strategic plans, budgets, and computer instruction.
- Skill in accurately performing data entry operations or programming.
- Skill in establishing and maintaining effective working relationships.
- Skill in reading and interpreting technical manuals and documentation.
- Skill in communicating effectively orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: After hours and weekend work may be required. On-call via phone is required. Positions in this class require prolonged CRT viewing.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science, Computer Information Systems, Business Administration or closely related field; and four (4) years of progressively responsible experience in automated management information systems analysis and administration; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.