



## **Programmer Analyst I**

### **Role:**

To analyze, maintain, design, and develop new and existing software programs; provide guidance, instructions, and support to all levels of company personnel and members.

### **Essential Functions & Responsibilities:**

- Analyzes, designs, and encodes new systems as directed.
- Maintains and modifies existing programs and purchased packages as directed.
- Investigates program errors, defines problems, debugs programs, tests results, and implements changes.
- Assists users in solving system problems and trains users in system operations.
- Assists in training and directing the work of lower level programming personnel.
- Performs other job-related duties as assigned.

### **Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** (1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).

**Interpersonal Skills:** Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (members or vendors), requiring ordinary courtesy in providing assistance and information.

**Other Skills:** Windows programming environment, SQL, Scripting languages, HTML, Visual Basic, JavaScript & Java. Ability to think orderly, logically, and analytically and strong problem-solving skills. Must have good communication skills.