PROGRAMMER / ANALYST TRAINEE
Office of Central and Information Services
Salary: $56,975.00

This is an entry-level development position designed to take a candidate with either an education in the computer field or a limited background in web page development and programming and train them over a two year period to become a full level Programmer / Analyst. During that time, they will function as a member of a development team and will gradually be given more complex assignments along with training in various areas and platforms. Upon the successful completion of the traineeship, the incumbent will be promoted to the title of Programmer / Analyst without further examination. Work is performed under the general supervision of a higher-level employee. Supervision of others is not a normal function during the traineeship.

TYPICAL WORK ACTIVITIES:
The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Learns to develop web-based and personal computer based applications using programming products such as Visual Basic, HTML and XML; participates in the conversion of a primarily static web site into a content management format; attends training as directed; learns to research new technologies to determine how they can be incorporated into various platforms and systems; assists in the application design of client requests; performs analysis for projects; prepares client, system and computer operating instructions; defines database and report specifications; keeps abreast of networking and platform dependent technical issues and applies to work as necessary; applies current technology including network and platform dependent issues to solutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of the current concepts and practices of computer hardware, software and applications sufficient to enable the candidate to be trained to be a Programmer / Analyst over a two year period; Ability to learn and keep abreast of the principles and practices of the data processing field; Ability to understand and follow complex oral and written instructions; Ability to communicate effectively, both orally and in writing; Ability to establish and maintain effective working relationships; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A)   Graduation within the last 3 years of date of application from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science or a closely related field;

OR: (B)   Graduation within the last 3 years of date of application from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or a closely related field and two years of full-time work experience which primarily involved web page development and some basic programming;

OR: (C)   An equivalent combination of training and experience within the limits of (A) and (B) above.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before November 17, 2017 to:

Dutchess County Department of Human Resources
22 Market Street, Poughkeepsie, NY 12601
Phone: 845-486-2169
Website: www.dutchessny.gov
An EEO/AA Employer

Posted: 10/27/17