



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Entry Level Programmer/Analyst

Department: Information Technology

Reports To: Chief Information Officer

Salary Grade/Salary Range: 9 (\$18.54/hr to \$29.62/hr)

Revision Date: 5/9/2013

Position Summary

Working as team member and/or independently, perform research and fact-finding to develop or modify information systems to meet the business requires of the bank. Assist in preparing detailed specifications from which queries and programs will be written. This position will work closely with Programmer/Analysts developing reports, supporting programs and processes, testing, debugging, documenting, and maintaining Third Party and in-house applications.

Essential Duties and Responsibilities

- Assists Chief Information Officer and Programmer/Analysts in the analysis of the Bank's information systems business requirements and obtains user agreement of system needs.
- Conducts detailed analyses and evaluations of prospective vendor systems or programs.
- Designs, programs and tests information systems and programs to meet Bank's information systems business requirements.
- Specifies, programs and tests modifications to in-house developed information systems.
- Develops one-time and production reports requested by users using appropriate report generation programming software.
- Documents and prepares computer systems and programs for production implementation.
- Analyzes and assists users in testing vendor software upgrades and version releases prior to production implementation.
- Analyzes existing systems and programs in order to correct errors, to provide additional functionality and to improve computer utilization and efficiency.

- Consults with department heads and Task Group Leaders to develop systems and resolve problems associated with existing systems.
- Responds to application system software Help Desk calls.
- Writes and maintains programmer/analyst and user documentation for in-house information systems and interfacing application systems.
- Participate in support coverage schedule for Saturday Banking.
- Participates in the periodic disaster recovery testing of the Bank's information systems.
- Attends vendor conferences and obtains technical training as may be required.
- Performs other duties as required.
- Other duties as assigned.

Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Requirements

Associate Degree (A.A. or A.S.) from a two year college with an emphasis in Computer Science and Programming is required. Bachelor Degree (B.A. or B.S.) in Computer Science with work experience using VBA, VBScript, Query400, RPGLE, & SQL is desired. Additional years of information systems work experience may apply in place of a college degree.

Minimum Typing Speed Required

35 wpm

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

Ability to read and comprehend instructions, correspondence, memoranda, technical documentation, vendor contracts and proposals, strategic and project planning documents and budget documentation; ability to write routine correspondence and reports, system proposals, user documentation, technical documentation, project planning documents and project budget proposals; ability to communicate effectively with Bank management and staff, vendors and peers in the information systems field.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.

Ability to compute rate, ratio and percent.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to apply common sense understanding to execute instructions furnished in written, oral or diagrammatic form; ability to deal with problems involving several variables in normal situations; ability to apply principals of analysis and synthesis to the solution of complex business or technical problems; ability to develop project and operational plans and scheduling and monitoring techniques to meet project objectives.

Other Skills and Abilities

Ability to assume responsibility, display initiative, exercise good judgment and make and act upon decisions within the scope of assigned authority; ability to organize and prioritize work with minimal direction from Bank management; ability to deal effectively and tactfully with customers, vendors and Bank staff in order to create and maintain good public relations in day-to-day contact and the handling of inquiries and/or disputes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 5-10 pounds and occasionally lift and/or move 5-10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is required for this position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date