

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: July, 2011
Job Title: Jr. Programmer / Support Analyst	Department: IT
Reports to (Position): IT Manager	Supervises (Positions): None
Status: Non-Exempt	Completed By: IT Manager

Part II – Job Responsibilities

Essential Duties

1. Develop, test and implement desired code to meet program specifications and customer requirements
2. Perform level 1 support functions. Support includes both application support as well as desktop support functions such as installing software or configuring workstations
3. Participate in testing and validation of new functionality for existing software.
4. Modify existing reports and create new reports using SQL Stored Procedures and Crystal Reports
5. Perform revisions or enhancements to existing programs to increase operating efficiencies or adapt to new requirements
6. Document program specifications and business processes as part of development methodology
7. Assist with the installation, maintenance, and general support of computer systems & software
8. Administration of user accounts and assignment of security across software platforms

III – Knowledge, Skills, Education

Bachelor's Degree in Computer Science, Information Systems or related field

Excellent communication skills required

Ideal candidate will be a self-starter who can work with minimal supervision

Technical knowledge:

- SQL 2005 / SQL 2008, RDBMS Crystal Reports, .NET / VB.net, MS Visual Studio Pro 2010, basic networking knowledge, Windows XP/7

Software knowledge:

- Word, Excel, and Outlook

Helpful:

- ERP Experience (SyteLine preferred), Active Directory, MS Exchange, MS Project, MS SharePoint, HTML / XML.

IV- Work Environment

1. May be required to transport computer hardware & related equipment
2. May be required to climb, reach, kneel while installing cable

3. Overtime may be required

V - 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 walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, crouch or crawl. The employee may be required to lift up to 50 pounds.