

HARPER INTERNATIONAL

POSITION DESCRIPTION-DRAFT

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: Programmer - Entry Level	Department: IT
Reports To (Position) : IT Manager	Supervises (Positions): None
Status: Exempt	
Completed By: IT Manager	

Part II – Job Responsibilities

Essential Duties
1. Develop, de-bug, and modify SQL stored procedures, Crystal reports, and Syteline forms as they relate to Syteline 8.
2. Understand user needs. Write, update, and maintain computer programs to ensure the desired results are achieved.
3. Conduct trial runs of programs & software applications to ensure accuracy of information & instructions.
4. Analyze issues & correct errors by making appropriate changes & testing the program to ensure issue is resolved.
5. Perform revisions or expansions to existing programs to increase operating efficiencies or adapt to new requirements.
6. Maintain documentation of program development and revisions so others can understand the program.
7. Assist with the installation, maintenance, and general support of computer systems & software.
8. Assist users with questions & troubleshoot problems.
9. Setup and maintain users rights in Syteline

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 without direct supervision
<p>Programming knowledge:</p> <ul style="list-style-type: none"> • SQL 2005 / SQL 2208, Crystal 11, VB.net, MS Visual Studio Pro 2010 <p>Software knowledge:</p> <ul style="list-style-type: none"> • Microsoft Access, Word, Excel, and Outlook <p>Helpful:</p> <ul style="list-style-type: none"> • MS Project, MRP software "Syteline", HTML

V- 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

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