

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: TECHNOLOGY PROGRAMMER- NETWORK**

**REPORTS TO:** Director of Technology

**EXEMPT STATUS:** Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Coordinate and control operating system software for the District mainframe computer, including transaction processing, security administration, relational data base software, file system usage and time sharing administration; write specialized software to support a multi-processing environment.

**REPRESENTATIVE DUTIES:**

- Coordinate and control operating system software for the District mainframe computer; coordinate the installation of operating system software, including the installation of new releases.
- Maintain utility programs and job control language to create boot tapes for mainframe hardware configuration.
- Maintain transaction processing system software, including system generation, configuration and throughput monitoring.
- Determine and implement security requirements of the mainframe computer, including transaction processing, time-sharing and file system.
- Monitor efficient use of hardware and software through use of statistical accounting reports.
- Identify and report software malfunctions and bugs to software vendor; obtain and install corrections to system software.
- Maintain regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operating system software.
- Hardware configuration of mainframe computer.
- Technical control and coordination of mainframe operating system software and operations.
- Manual instructions, sufficient to enable quick and accurate diagnosis of errors.
- Basic elements of programming.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Coordinate and control operating system software for District mainframe computer.
- Write specialized software to support the mainframe computer in a multi-processing environment.
- Install operating system software.
- Maintain utility programs and Job Control Language.
- Identify and explain software malfunctions to vendors.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain records and prepare reports.
- Plan and organize work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in data processing, computer information science or a related field and three years data processing and systems software experience.