

**Title:** Programmer I  
**PB:** PBE  
**Status:** Civil Service  
**Position Reports to:** Systems and Programming Manager  
**Department:** Information Technology

**Class Code:** 3081  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a technical entry-level position dealing with the City of Lakeland computer systems. The work involves the study of specific detailed system requirements, the preparation of diagrams and flowcharts, and the coding of moderately complex computer programs, usually in NET. The work also involves testing of programs on the computer using actual or sample input data and making necessary corrections. Assigned tasks are performed under supervision. Work is reviewed by appraisal of accomplishments, effectiveness of task completions and conformance to established goals and policies.

**ESSENTIAL FUNCTIONS:**

1. Develops detailed computer systems for applications related to City government and electric or water utilities.
2. Codes computer programs to achieve desired results.
3. Tests, analyzes, and maintains assigned computer programs.
4. Reviews assigned systems and/or programs to insure their accuracy.
5. Maintains necessary records, prepares reports and documentation.
6. Supports industry standard approaches to IT development, deployment and risk mitigation.
7. Supports continued IT processes improvement through the use of standardized industry models and competencies.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of one or more computer programming languages and standard software packages and computer hardware currently in use by the City.
2. Ability to learn new computer programming skills and to apply those skills effectively.
3. Ability to learn the operation of the City, including its departments and their functions.
4. Ability to apply new technology and developments to meet the City's future needs.
5. Ability to communicate effectively, both verbally and in writing, with other technical staff members and users.
6. Ability to interact and maintain effective relationships with supervisors and other employees to accomplish the required tasks.
7. Ability to work within the principles, practices and techniques of project management.
8. Ability to work within the industry standards for IT development and deployment.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to bright/dim lights with no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited two (2) year college or university with a degree in computer science, management information systems, business administration or a closely related field.

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2. Six (6) months of responsible experience in the field of management information systems, including computer programming and system design.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must be able to attend meetings at locations other than primary work location.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.