1. **JOB TITLE:** Programmer Intern

2. **REPORTS TO:** Manager - Information Systems or General Manager - Information Systems

3. **SUPERVISES:** None

4. **GENERAL RESPONSIBILITIES:**

   Modifies programming systems to support business automation needs. Responsible for coding, testing, debugging, and documenting programs, file layouts, and report layouts. Relies on specifications, instructions, and pre-established guidelines to perform the functions of the job. Work is closely supervised. A low level of creativity is required.

5. **MINIMUM QUALIFICATIONS:**

   a. **EDUCATION:** Prefer junior or senior year college status in pursuit of a bachelor’s degree or equivalent of education and experience.

   b. **EXPERIENCE:** Entry level.

   c. **OTHER:**

      i. Analytical problem solving skills.

      ii. Strong oral and written communication skills.

      iii. Capable of following very detailed instructions.

6. **ESSENTIAL FUNCTIONS:**

   a. Has knowledge of commonly used programming concepts, practices, and procedures common to Object Oriented or structural system designs.

   b. May consult with users to identify current operating procedures and clarify program objectives.
c. Follows test plans and/or creates test plans appropriate for the scope of the programming changes.

d. Capable of understanding and employing various data storage techniques and utilities (VSAM,DB2,XML).

e. Creates or updates all documentation effected by a change, including rerun or disaster recovery documentation and procedures.

f. Implements JCL or other operating system interfaces.

g. Reasonably regular, predictable attendance.

h. Follows department standards and procedures.

7. **NON-ESSENTIAL FUNCTIONS:**

   a. Perform other duties as assigned.

8. **REQUIRED EQUIPMENT:**

   a. PC

   b. Telephone