



HUMBOLDT COUNTY OFFICE OF EDUCATION JUNIOR PROGRAMMER

Job Summary

Under the general supervision of the Director of Information Network Services (INS) and in collaboration with the Technology Support Specialist/Programmer, the Junior programmer supports HCOE and school districts in the design, development, installation and ongoing support of existing and new technologies using HTML, Java Script and PHP or comparable languages. Some after normal business hours required; assists other members in accomplishing work; performs other duties as assigned.

Examples of Duties

Typeset/input, revise and design a variety of materials using word processing and Web publishing programs; Create forms to be used online using PHP and HTML or comparable programs. Install and configure networked and stand alone computers. Troubleshoot technical problems and make educated suggestions on maintaining, operating and updating employees' computers. Download software updates and perform routine maintenance on in-house computers. Under the direction of the Technology Support Specialist/Programmer assist with installation and support server based solutions utilizing Windows NT/2000, Unix, Linux, and Macintosh servers; assist with supporting administrative and instructional users in the preparation of hardware and software specifications to ensure compatibility and compliance with HCOE's standards; assist with installation, configuration and troubleshooting LAN/WAN infrastructure equipment such as routers, hubs, switches, firewalls, and filtering devices; working with HCOE and District staff while utilizing Information Network Services adopted hardware and software standards, provide design, programming, implementation, and training support for Web and Client Server software solutions.

Employment Standards

Education and Experience

A minimum of two years of college education in a related field and at least five years of increasingly responsible experience involving PHP, JavaScript, HTMLS and CSS3, Linux, MySQL, SVN, AJAX, LAMP development. Understanding of programming concepts, web stacks, web services, MVC framework, and Cake PHP. Additional technical experience of a similar nature may be substituted year-for-year for the two years of college.

Knowledge of:

- Basic MySQL database commands and PHP and HTML or comparable languages;
- Communication skills to conduct small group or individual instruction on the use and application of Mac and PC based software;
- Well-developed verbal skills to translate messages to customers in an informative and innovative manner;
- Protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance;

- Telecommunication concepts, including the working knowledge of Modems, DSU/CSU, Routers, Switches, Hubs, Firewalls, Ethernet, AppleTalk, TCPIP, Frame Relay/Point-to-point/ISDN circuits, Local and Wide Area networks.
- Knowledge and experience relating to Web based programming utilizing various programming languages, SQL, data base languages, Java, and scripting languages;

Ability to:

- Must be able to perform duties with minimal supervision;
- Maintain interest in developing secure high-traffic web sites and solutions;
- Edit work for grammar and completeness;
- Proofread accurately;
- Key words accurately and efficiently;
- Set timeframes and priorities;
- Work in high-production environment with frequent deadline pressures and periods of stress;
- Work cooperatively with staff and customers;
- Adapt to changing work demands;
- Maintain security of confidential information;
- Follow oral and written information;
- Communicate effectively via telephone, computer and in person;
- Update skills on a regular basis to keep abreast of rapidly changing technology;
- Analyze well-precedented technical problems and apply information from technical manuals;
- Discuss technical information with supervisor and users to discern their needs;
- Communicate technical and complex information to "non-technical" users;
- Provide training to on-line users in use and maintenance of Web pages;
- Provide service during non-normal work hours.

Safety and Environment Considerations for Position:

Employees in this classification must:

- Lean or stand for periods of time;
- Sit on elevated chairs with wheels and having to maneuver on them;
- Work in high-production/pressure environment with constant interruptions;
- Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed.

Special Requirements

This classification requires the Junior Programmer to periodically travel to/from remote worksites to perform duties. The use of a personal or county vehicle while conducting county business is generally expected. The Junior Programmer must possess a valid (Class C) California driver's license and have an acceptable driving record or have an approved ADA accommodation plan that insures the timely and efficient fulfillment of any on-site service that may be needed without dependence upon other HCOE staff for transport.

Range 45

Personnel Commission Approved 8/13/2013

