



Job Title: Systems Programmer	Job Code: SP
Department: ASSIST	Job Grade: C-Exempt
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Position Overview

The Systems Programmer ensures successful completion of company objectives at the infrastructure level. The main focus of the Systems Programmer is to program and configure company based business systems and support computer Virtualization requirements.

Primary Job Functions

- Configure and program Deltek Vision.
- Configure and program Microsoft SharePoint.
- Develop .NET C++, C#, Visual Basic, Java, HTML applications.
- Database and SQL Stored Procedure development.
- Supports Virtualized Machines and Systems using VMWare ESXi and Microsoft Hyper-V both for configuration and testing.
- Analyze and determine both off the shelf and custom software to advance company requirements related to infrastructure.
- Tests, troubleshoots and provides solutions to technical problems with minimal assistance.
- Writes computer software and programs as necessary.
- Modifies and maintains existing and new internal systems.
- Develops Customer Requirements and Specifications documents.
- Develops Test Plans and User Documentation for all supported systems.

Secondary Job Functions

- Support customer applications as necessary.
- Support internal IT requirements such as computer and printer setup / troubleshooting, network configuration, security and user access as required.

Key Competencies

- Leadership
 - Demonstrates and fosters maturity in judgment, ethics and integrity.
 - Builds rapport, mentors and manages effective teams and work groups.
 - Strong decision making skills, situational awareness and ability to perform under pressure.
 - Understands others and demonstrates cognitive and behavioral flexibility. (Emotional Intelligence)

- Functional
 - Business/Financial acumen.
 - High level of conflict resolution skills and the willingness to make difficult decisions specific to technology or resource needs.
 - Demonstrates effective organizational, time management and planning skills.
 - Possesses an appreciation of business demands (schedule, scope, budget and customer requirements).
 - Ability to analyze and evaluate work processes, work flow and budgets to maintain successful project delivery.

- Foundational
 - Demonstrates flexibility/adaptability in changing and challenging situations.
 - Demonstrates a passion for the business and its success
 - Clear and concise verbal and written communication.
 - Demonstrates a focus on customer service and attention to detail.
 - Demonstrates a commitment to continuous personal, peer and process improvement.
 - Fosters positive energy, creativity and teamwork across all departments/locations with the goal of furthering the company values and mission.

Requirements

- Bachelor's Degree and 3 years of Systems Programming experience (Electrical, Computer Science, Information Systems), or a minimum of 5 years of Systems Programming experience (includes relevant intern, co-op, or basic work experience).
- Proficient with multiple programming languages such as .Net, C#, Java, HTML, and SQL Stored Procedures.
- VMWare Certified Professional or the ability to obtain within 6 months of employment.
- Valid driver's license
- Reliable personal transportation with valid liability insurance.
- Fluent in verbal and written English.
- Available for after-hour, weekend and holidays.
- Available for overnight and extended travel.
- Ability to bend, stoops, crawl, walk and push, pull and lift 50+lbs for an extended period.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
