

DataWing Software Job Description

Effective Date: 07/01/2010

Classification: Exempt

Title

Programmer/Analyst

Department

Development

Reports To

Vice President

Overall Responsibility

Perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintain and modify programs.

Key Areas of Responsibility

- For existing and new products perform the following actions as assigned
 - Design
 - Work with staff and clients to define needs and design solutions
 - Development
 - Use appropriate Microsoft technologies (including but not limited to VB.Net/Visual Studio, VB6, MS Access, and ASP.Net) to address clients needs in both new and existing products
 - Understanding of and compliance with Microsoft, DataWing and general coding standards and design principles.
 - Testing
 - Properly test all code and changes before distribution.
 - Assure that products meet client's needs based on design, functionality, and performance.
 - Installation
 - Develop & improve install processes for existing and new products
 - Support clients through installs via phone, e-mail, and other methods (possibly including in-person support) as needed
 - Troubleshooting and maintenance
 - Troubleshoot problems with existing software and take proper steps to correct those issues
 - Documentation
 - Document program development and changes. Documentation occurs in code, in corporate database, in internal and external documents, and in help files
 - Support
 - Provide support via phone, e-mail and other methods to customers
 - Provide support to other employees on computer related issues as needed
- Development and other tasks must conform to DataWing Software's coding standards and all other applicable procedures.

Secondary Functions

- All other duties and responsibilities as assigned.

Supervisory Responsibilities

- This position has no supervisory responsibility.

Interpersonal Contacts

- Contacts are normally made with others inside and outside the company, and frequently contain confidential or sensitive information requiring discretion. Internal contacts are usually with staff and supervisors; external contacts are with existing or potential customers, clients, vendors, contractors and service providers. Contacts are made face-to-face, in written form including email, and by phone.

Specific Job Skills

- Strong skills in Microsoft development tools and processes including but not limited to Visual Studio, VB.NET, ASP.NET, Ajax, VB6, MS Access, and SQL Server.
- Strong database design, development, and administration experience.
- Understanding of and experience with version control concepts and software.
- Understanding of and experience with coding in an Object Oriented environment.
- Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
- Demonstrated ability to manage projects of various sizes and work with both internal and external stake holders to manage a project to completion.
- Knowledge of company programming procedures and programming languages. Ability to process computer data and to format and generate reports. Ability to implement and troubleshoot programming changes and modifications. Ability to write technical instructions in the use of programs and/or program modifications. Ability to investigate and analyze information and to draw conclusions. Ability to learn and support new systems and applications. Work with users requires interpersonal skills. This is normally acquired through a combination of a Bachelor's Degree and three to five years of programming experience.
- Must have the ability to work as part of a team and individually with minimal supervision and meet deadlines.
- Must have the ability to handle interruptions throughout the day. Phone calls, e-mails, and staff interruptions may occur at any time.
- Responsibilities may require evening and weekend work in response to needs of the systems being supported.
- Requires the ability to multi-task, handle several projects at one time and deal with multiple interruptions in a timely manner.
- Requires excellent organizational skills, communication and interpersonal skills, and attention to detail.
- Requires the ability to learn new technologies and to stay current on industry best practices.
- Familiarity with Microsoft Office suite.

Education and/or Experience

- College degree or equivalent work experience.
- 3+ years of successful development experience.

Work Conditions

- Work is normally performed in an office environment during daytime hours, including some overtime/evening/weekend and extensive computer work.
- Some exposure to outside elements while traveling to and from office and client locations.
- Travel is rarely required. There may be some trips for training or client visits, although that is unlikely.

By signing, I acknowledge that I have read and understand the above job description. I also understand that this job description may be reviewed and modified by DataWing Software at any time.

Signature

Date