



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Programmer  
**Reports To:** Director of Technology  
**FLSA Status:** Non-exempt  
**Prepared By:** MS  
**Approved By:** Human Resources  
**Prepared Date:** 06/2003  
**Last Revised Date:** 03/2016

### **Summary:**

Designs, develops, and de-bugs computer programs that automate specific business processes by performing the following duties.

### **Essential Duties and Responsibilities:**

- Writes new programs and modifies existing programs for use within the district
- De-bug programs having operational difficulties
- Assist in creating and distributing program updates and related information
- Provide programming level support solutions to clients
- Schedule, assist in preparation and presentations for client meetings
- Consults with clients to analyze and understand functions to be automated, client needs, objectives, desired features, and input and out put requirements
- Analyzes, defines, and documents system requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs
- Creates test transactions and runs tests to find errors and confirm program meets specifications
- Analyzes codes to find causes of errors and revises programs
- Consults with client to prototype, refine, test, and de-bug programs to attain client approval
- Writes and maintains documents to describe program development, logic, coding, testing, changes, and corrections
- Writes documents or reviews documentation written by others that describes installation and operating procedures
- Provides technical assistance by responding to inquiries regarding errors, problems, or questions with program
- Trains end users or technical support staff to use programs
- Analyzes, installs, and tests upgrades of externally developed application programs
- Monitors performance of programs after implementation
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook*

**Education and/or Experience:**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Certificates, License, Registration:**

If applicable

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.