SYSTEMS PROGRAMMER

Definition of Class
This is a professional position in which the incumbent provides technical support by maintaining and updating existing software and hardware, installing new software and hardware, diagnosing and correcting computer software and hardware problems and failure, assists with database and web server administration and maintenance. Coordinates conversions to new computer systems and products, and trains personnel to use computer systems and products effectively.

Examples of Work Performed
Diagnoses and corrects computer software and hardware problems and failure.

Maintains and updates web pages using HTML, PHP, Javascript, CSS, & MySQL.

Assists with Linux web server administration and maintenance.

Installs and tests new computer software, hardware.

Writes and installs system specific applications to maintain user environments.

Maintains and updates existing software, hardware, and procedures.

Performs system and software backups for data restoration.

Creates and maintains access to systems for authorized personnel.

Develops scripts, programs, and tools to assist with web applications and programming for departmental use.

Assists with database administration functions.

Coordinates conversions to new computer systems and products.

Trains personnel to use computer systems and products effectively.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains and updates existing software and hardware.
2. Performs system and software backups for data restoration.
3. Diagnoses and corrects computer software and hardware problems and failure.
4. Coordinates conversions to new computer systems and products and installs and tests new computer software hardware and procedures.

5. Creates and maintains access to systems for authorized personnel.

6. Assists with database administration.

7. Trains personnel to use computer systems and products effectively.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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