JOB DESCRIPTION
Computer Programmer III

Definition of Class
This is a non-supervisory, advanced level position in which the incumbent assists in providing data processing services to the administrative offices of the university.

Examples of Work Performed
Provides programming support to the university.

Develops documentation of various systems.

Provides training and support for users on University computer systems.

Develops and creates computer systems.

Maintains computer systems.

Handles assigned security issues.

Assists the senior support staff in scheduling and running production work.

Participates in an on-call support system for nightly production runs.

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. Provides programming support to the University.
2. Develops documentation of various systems.
3. Provides training and support for users on University computer systems.
4. Develops, creates, and maintains computer systems.
5. Handles assigned security issues.
6. Assists senior support staff in scheduling and running production work.
7. Participates in an on-call support system for nightly production runs.

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 25 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. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in Computer Science, Management Information Systems or a related field.

AND

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

Substitution Statement:
Related education and related experience may be substituted on a basis set forth 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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